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"User Manual- iOS"

(Version 1.0)

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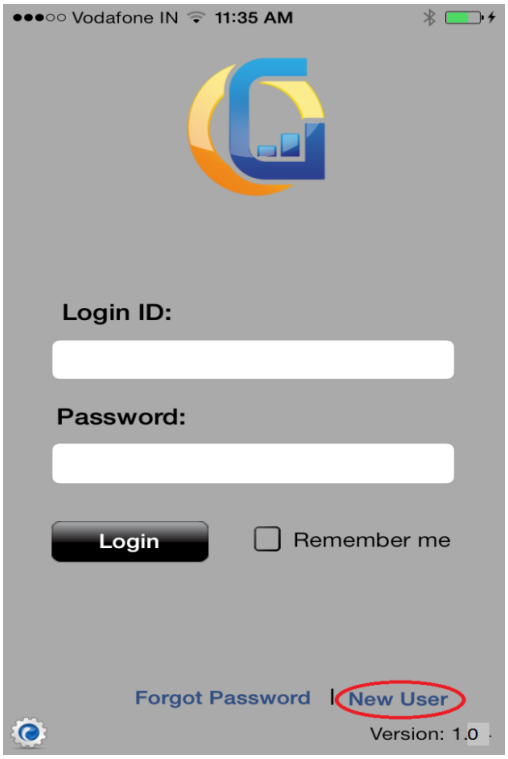
NEW USER REGISTRATION

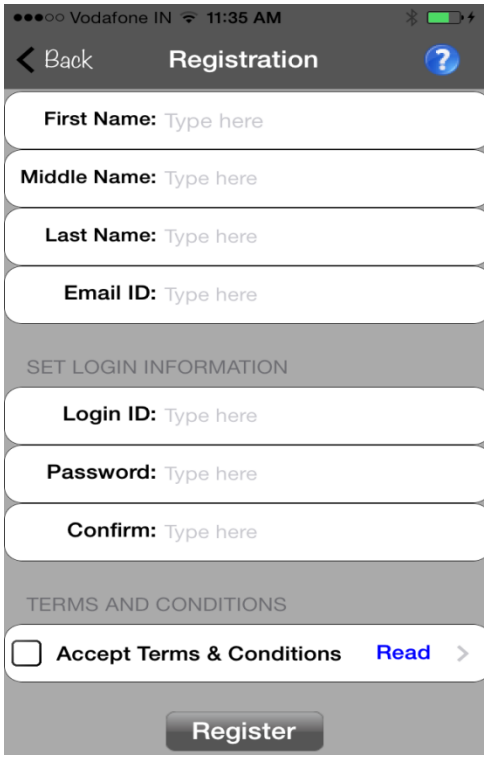
User can register himself as a "Business Owner". A business Owner can then create different other users from web only.

Registration on Device:

Follow the following steps to register yourself:

1. Select the GOIS Pro app icon on your device
2. Click on "New User" link
3. Fill the registration form
4. Click on "Register" button
5. You are now registered as a "Business Owner"
6. An activation link has been sent to your registered email ID





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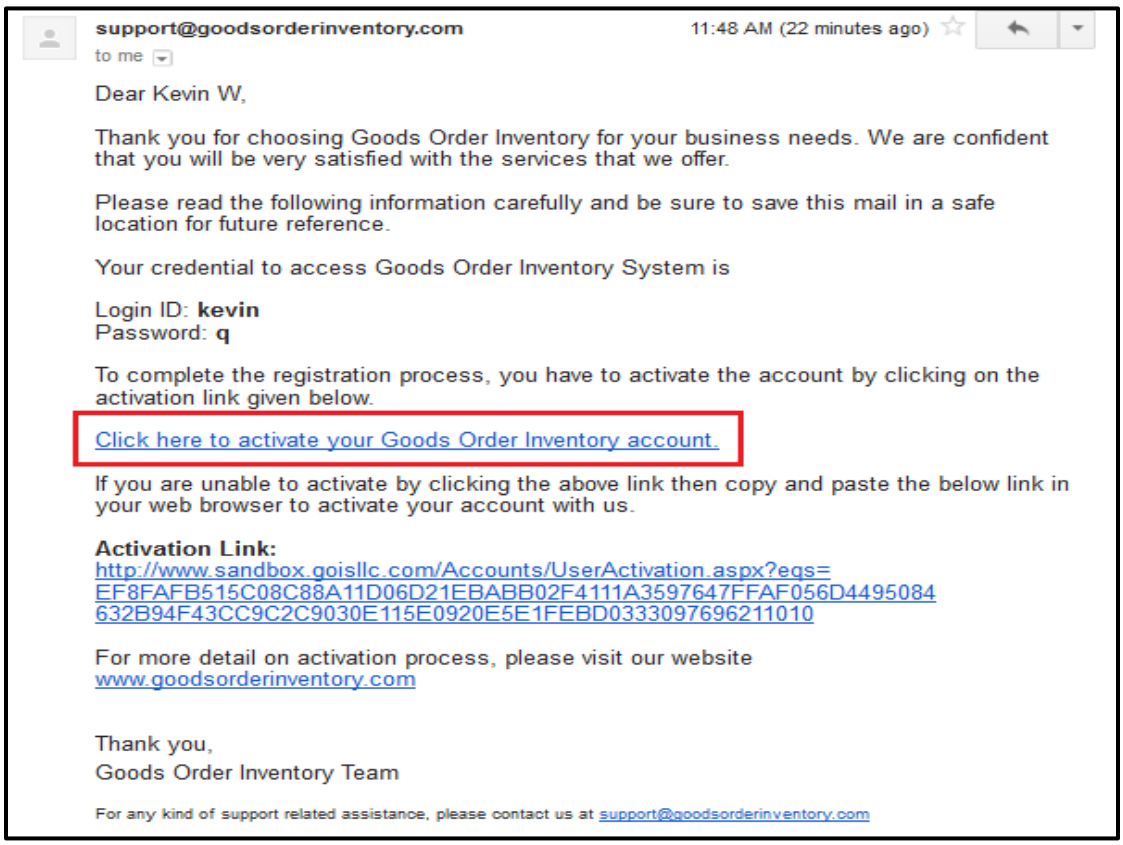
ACCOUNT ACTIVATION

Follow the following steps to activate your account:

1. Open your email ID which you have provided for registration
2. Check email sent from 'support@goodsorderinventory'
3. Click on the link provided in the email to activate your GOIS account
4. Your account will now activated



support@goodsorderinventory.com 11:48 AM (22 minutes ago)

to me

Dear Kevin W,

Thank you for choosing Goods Order Inventory for your business needs. We are confident that you will be very satisfied with the services that we offer.

Please read the following information carefully and be sure to save this mail in a safe location for future reference.

Your credential to access Goods Order Inventory System is

Login ID: **kevin**
Password: **q**

To complete the registration process, you have to activate the account by clicking on the activation link given below.

Click here to activate your Goods Order Inventory account.

If you are unable to activate by clicking the above link then copy and paste the below link in your web browser to activate your account with us.

Activation Link:
http://www.sandbox.goisllc.com/Accounts/UserActivation.aspx?eqs=EF8FAFB515C08C88A11D06D21EBABB02F4111A3597647FFAF056D4495084632B94F43CC9C2C9030E115E0920E5E1FEBD0333097696211010

For more detail on activation process, please visit our website www.goodsorderinventory.com

Thank you,
Goods Order Inventory Team

For any kind of support related assistance, please contact us at support@goodsorderinventory.com

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GOIS SUBSCRIPTION

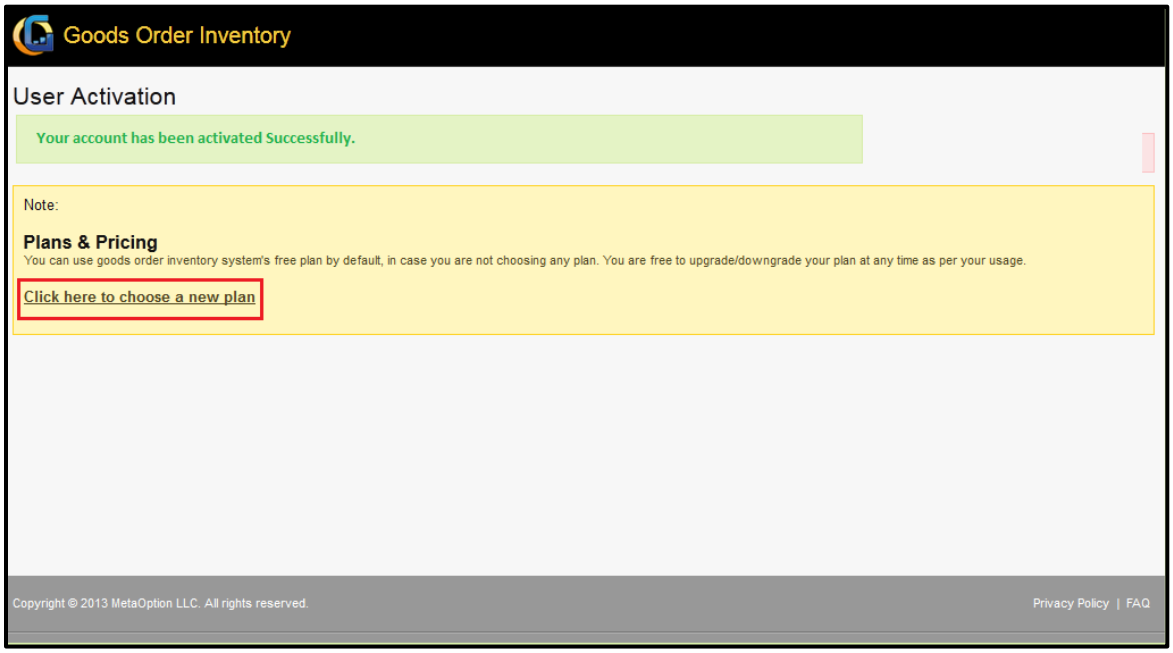
Free Subscription:

After registration you will be associated with the "**GOIS Pro- Free Plan**" by default. You can start using free subscription or you can subscribe any other plan as per your need at any time.

Paid Subscription:

As per the requirement of your Business or Organization you are allowed to upgrade your free plan to a paid one by clicking on the link says "click here to choose a new plan" as highlighted in the below screenshot.

1. If you will click on the link "**click here to choose a new plan"** as highlighted above, you will be redirected to our GOIS-Pro website, from where you can select your desired plan by using Pricing & License section.


Goods Order Inventory
User Activation
Your account has been activated Successfully.
Note:
Plans & Pricing
You can use goods order inventory system's free plan by default, in case you are not choosing any plan. You are free to upgrade/downgrade your plan at any time as per your usage.
Click here to choose a new plan
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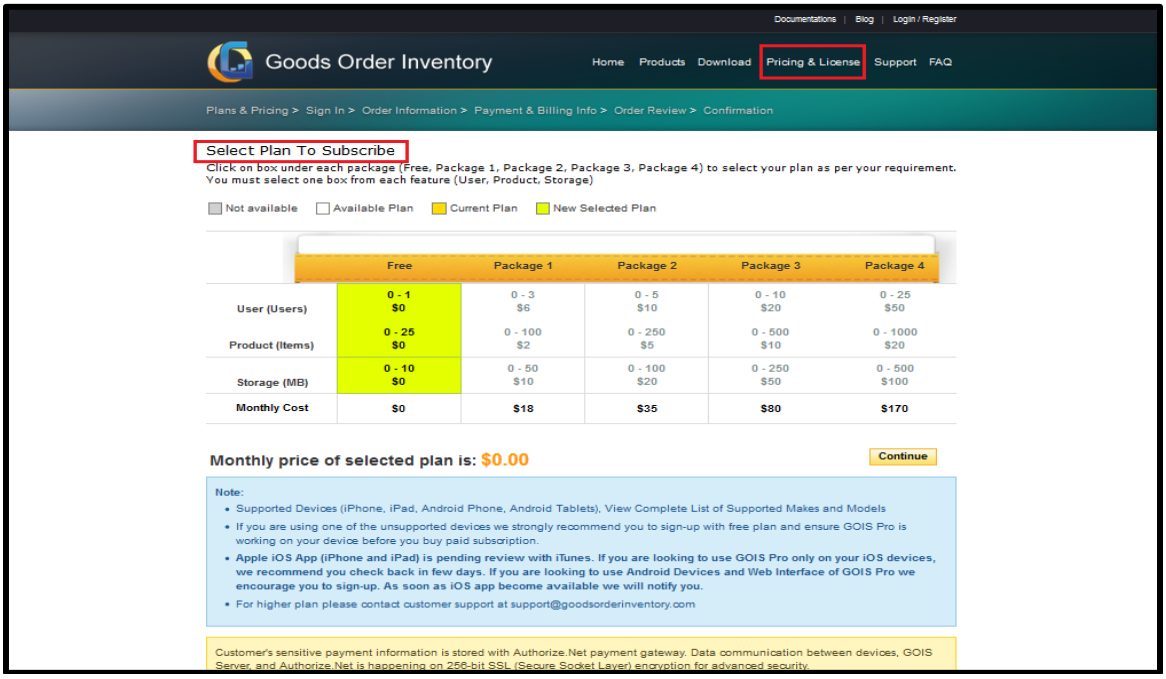
2. You can select any of the package or create a customize package. After clicking on "Continue", you will be redirected to "Login" screen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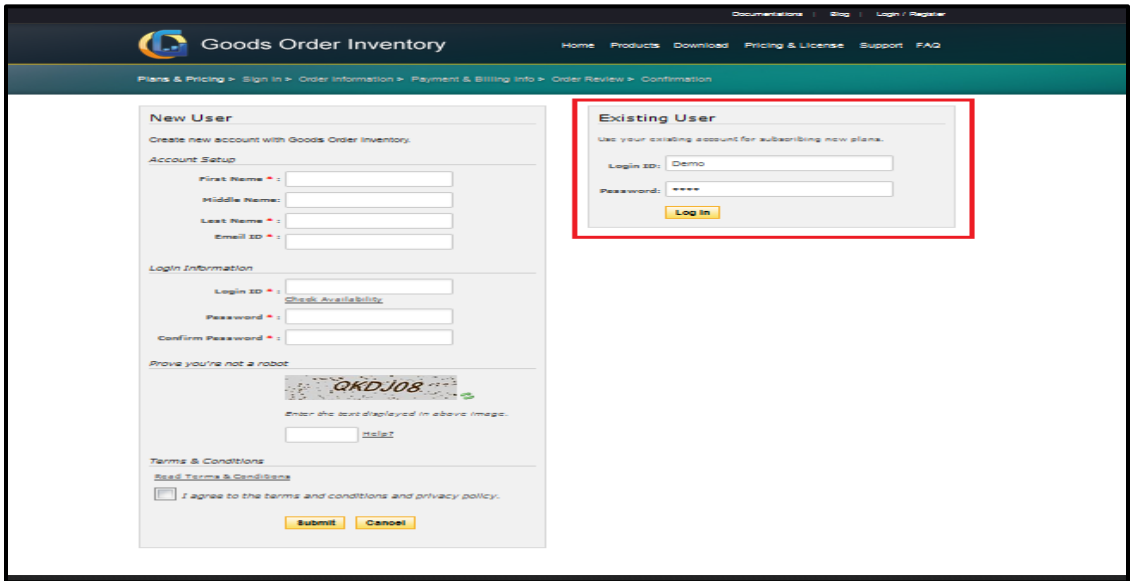
Home Products Download Pricing & License Support FAQ
Plans & Pricing > Sign In > Order Information > Payment & Billing Info > Order Review > Confirmation
Select Plan To Subscribe
Click on box under each package (Free, Package 1, Package 2, Package 3, Package 4) to select your plan as per your requirement.
You must select one box from each feature (User, Product, Storage)
Not available
Available Plan
Current Plan
New Selected Plan
Free
Package 1
Package 2
Package 3
Package 4
User (Users)
0 - 1 $0
0 - 3 $6
0 - 5 $10
0 - 10 $20
0 - 25 $50
Product (Items)
0 - 25 $0
0 - 100 $2
0 - 250 $5
0 - 500 $10
0 - 1000 $20
Storage (MB)
0 - 10 $0
0 - 50 $10
0 - 100 $20
0 - 250 $50
0 - 500 $100
Monthly Cost
$0
$18
$35
$80
$170
Monthly price of selected plan is: $0.00
Continue
Note:
Supported Devices (iPhone, iPad, Android Phone, Android Tablets), View Complete List of Supported Makes and Models
If you are using one of the unsupported devices we strongly recommend you to sign-up with free plan and ensure GOIS Pro is working on your device before you buy paid subscription.
Apple iOS App (iPhone and iPad) is pending review with iTunes. If you are looking to use GOIS Pro only on your iOS devices, we recommend you check back in few days. If you are looking to use Android Devices and Web Interface of GOIS Pro we encourage you to sign-up. As soon as iOS app become available we will notify you.
For higher plan please contact customer support at support@goodsorderinventory.com
Customer's sensitive payment information is stored with Authorize.Net payment gateway. Data communication between devices, GOIS Server, and Authorize.Net is happening on 256-bit SSL (Secure Socket Layer) encryption for advanced security.

3. As you have already registered yourself, Select **Existing user** Section and provide your Login credentials (Login/password) and then click on Login Button.


Goods Order Inventory
Home Products Download Pricing & License Support FAQ
Plans & Pricing > Sign In > Order Information > Payment & Billing Info > Order Review > Confirmation
New User
Create new account with Goods Order Inventory.
Account Setup
First Name * :
Middle Name:
Last Name * :
Email ID * :
Login Information
Login ID * :
Check Availability
Password * :
Confirm Password * :
Prove you're not a robot
QKDJ08
Enter the text displayed in above image.
Reset
Terms & Conditions
Read Terms & Conditions
I agree to the terms and conditions and privacy policy.
Submit
Cancel
Existing User
Use your existing account for subscribing new plans.
Login ID:
Demo
Password:
Log In

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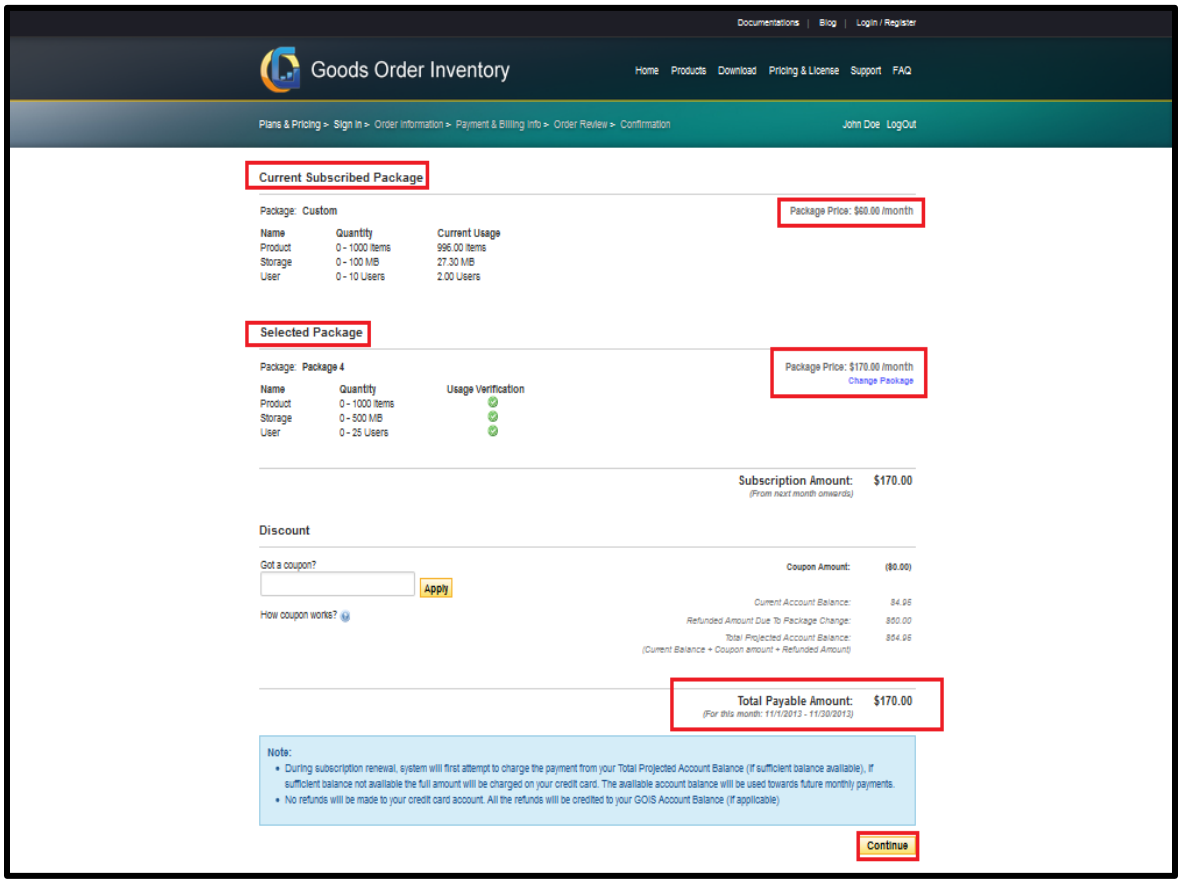
4. Press Continue button.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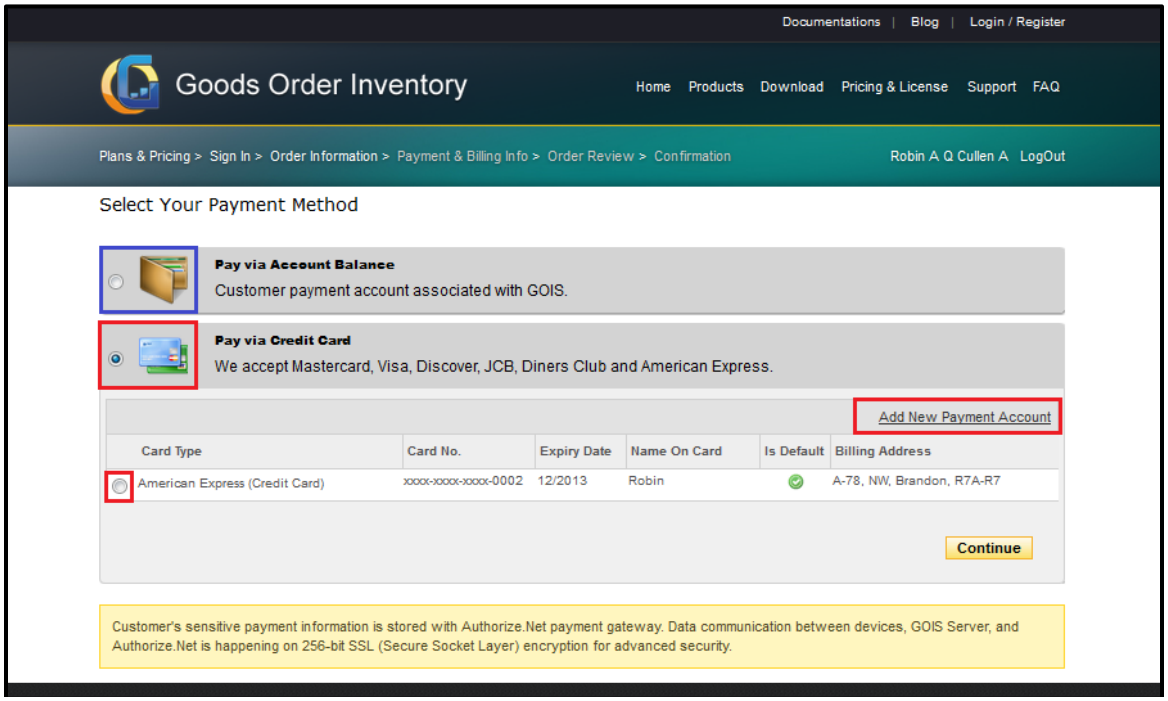
Goods Order Inventory
Home Products Download Pricing & License Support FAQ
Plans & Pricing > Sign In > Order Information > Payment & Billing Info > Order Review > Confirmation
John Doe LogOut
Current Subscribed Package
Package: Custom
Package Price: $60.00 /month
Name Quantity Current Usage
Product 0 - 1000 Items 996.00 Items
Storage 0 - 100 MB 27.30 MB
User 0 - 10 Users 2.00 Users
Selected Package
Package: Package 4
Package Price: $170.00 /month
Change Package
Name Quantity Usage Verification
Product 0 - 1000 Items
Storage 0 - 500 MB
User 0 - 25 Users
Subscription Amount: $170.00
(From next month onwards)
Discount
Got a coupon?
Apply
How coupon works?
Coupon Amount: ($0.00)
Current Account Balance: 84.96
Refunded Amount Due To Package Change: 850.00
Total Projected Account Balance: 854.96
(Current Balance + Coupon amount + Refunded Amount)
Total Payable Amount: $170.00
(For this month: 11/1/2013 - 11/30/2013)
Note:
During subscription renewal, system will first attempt to charge the payment from your Total Projected Account Balance (if sufficient balance available). If sufficient balance not available the full amount will be charged on your credit card. The available account balance will be used towards future monthly payments.
No refunds will be made to your credit card account. All the refunds will be credited to your GOIS Account Balance (if applicable)
Continue

5. Choose your preferred **Payment option**.

   i) Pay via “Account Balance”: Select this option to make payment from your GOIS account balance

   ii) Pay via “Credit Card”: Select this option to make payment from your credit card
   - Add a new card by clicking on “Add new Payment Account” link and provide all mandatory details (or)
   - Select any previously added credit card for payment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Home Products Download Pricing & License Support FAQ
Plans & Pricing > Sign In > Order Information > Payment & Billing Info > Order Review > Confirmation
Robin A Q Cullen A LogOut
Select Your Payment Method
Pay via Account Balance
Customer payment account associated with GOIS.
Pay via Credit Card
We accept Mastercard, Visa, Discover, JCB, Diners Club and American Express.
Add New Payment Account
Card Type
Card No.
Expiry Date
Name On Card
Is Default
Billing Address
American Express (Credit Card)
xxxx-xxxx-xxxx-0002
12/2013
Robin
A-78, NW, Brandon, R7A-R7
Continue
Customer's sensitive payment information is stored with Authorize.Net payment gateway. Data communication between devices, GOIS Server, and Authorize.Net is happening on 256-bit SSL (Secure Socket Layer) encryption for advanced security.

6. Again click on continue button, now you will be redirected to the **Payment Details** section for final confirmation of payment.
7. Press **Confirm and Place order**.
8. Now you will see an Order Confirmation screen shows the status message and reference/transaction number for your payment.
9. You will also receive an order confirmation mail in your E-mail ID as well which you can keep for your future reference.
10. If your transaction is successful, it means you are now associated with a new selected plan.

(*Note: You have setup your account on web, now you can use GOIS Pro app on your device)

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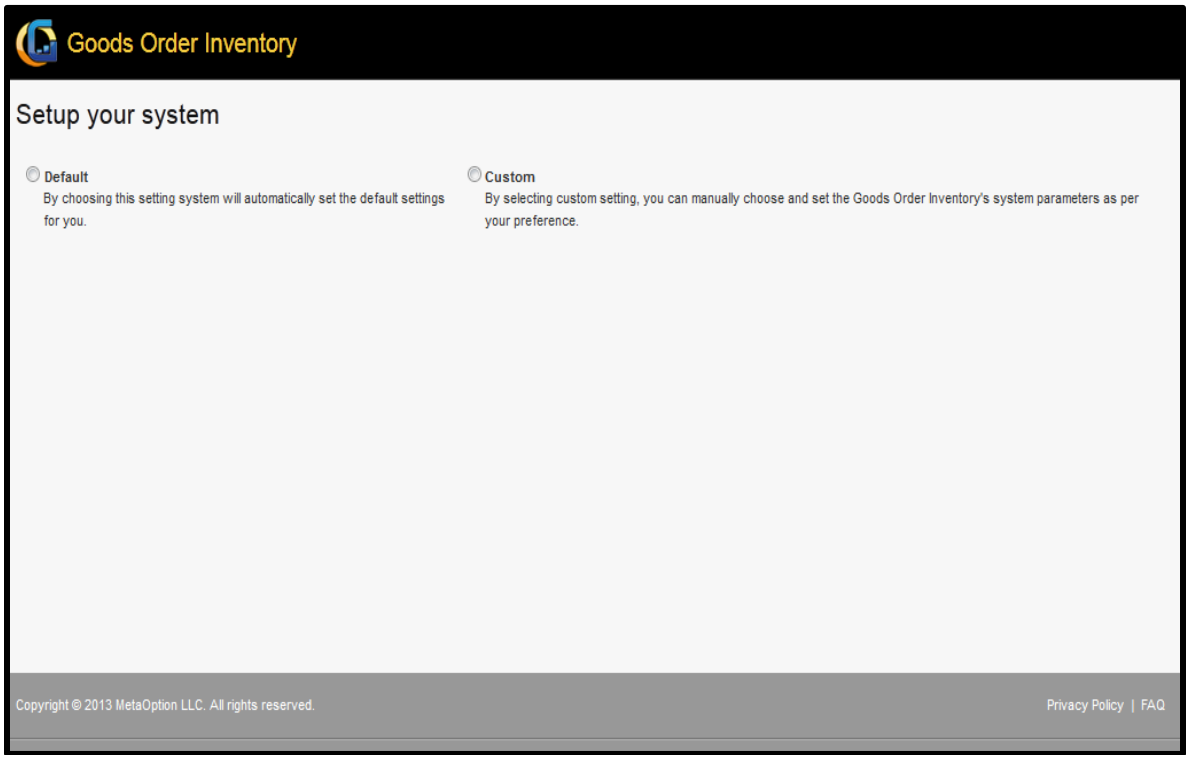
Setup the System

If you are using the application for the first time you have to “Setup the system” from web, only then you are able to login on device or web.

“Setup Your System” screen contains two options as **Default and Custom**. Here you need to choose an option to setup your GOIS account.


Goods Order Inventory
Setup your system
Default
By choosing this setting system will automatically set the default settings for you.
Custom
By selecting custom setting, you can manually choose and set the Goods Order Inventory's system parameters as per your preference.
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Default Setup:

On selecting the “Default” radio button, system will provide you a standard set of default settings which would be associated with your Business Owner Account. In this case you don’t need to fill the information to setup your initial account. However as per your requirement you can change the settings of your GOIS-account.

In this process user just need to click on next every time and at last need to click on Save & Finish and you will be redirected to the Home dashboard screen of your GOIS-Account.

Custom Setup:

If you will choose the custom setup as an account setup option, you need to provide all the details for your organization which will be used into the GOIS-Pro system.

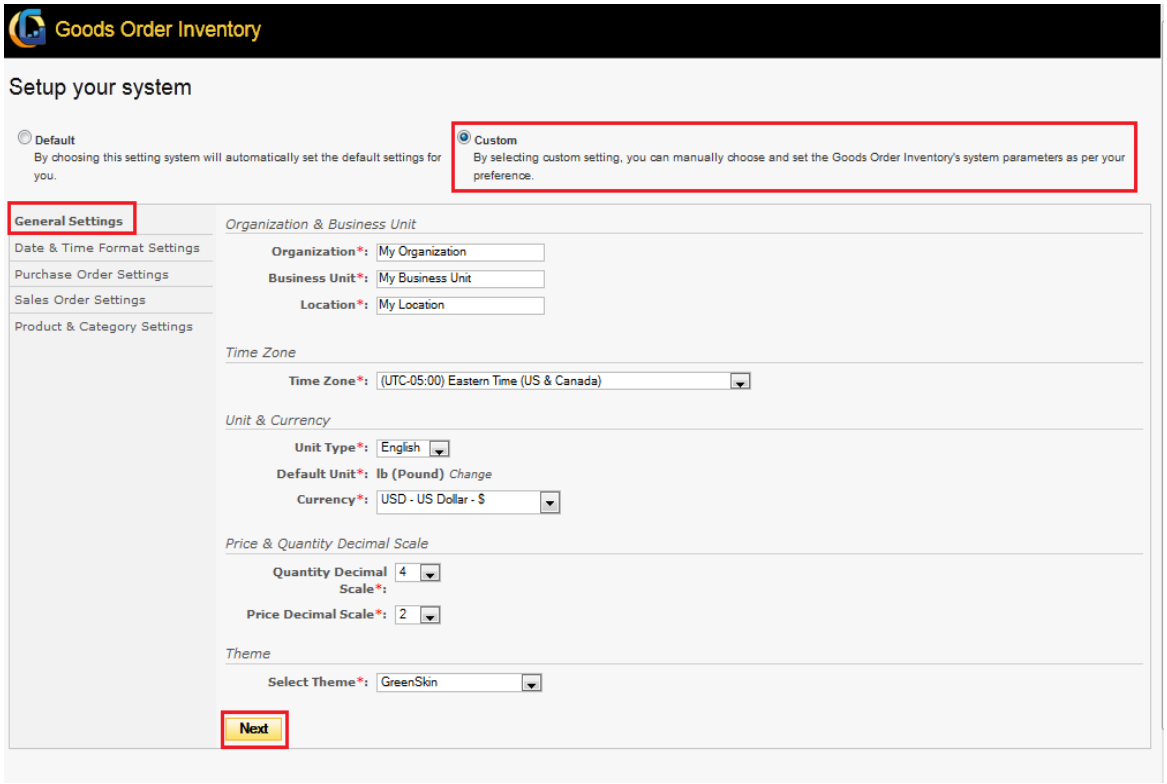
On the first screen, you need to provide the details for the **General settings** having some fields.

General Settings:

Organization: This field defines the name for your Default Organization within your GOIS account.

Business Unit: This field defines the name for your Default business Unit within the default Organization.

Location: This field defines the name for your Default Location within the default Organization and Business Unit.


Goods Order Inventory
Setup your system
Default
By choosing this setting system will automatically set the default settings for you.
Custom
By selecting custom setting, you can manually choose and set the Goods Order Inventory's system parameters as per your preference.
General Settings
Date & Time Format Settings
Purchase Order Settings
Sales Order Settings
Product & Category Settings
Organization & Business Unit
Organization*: My Organization
Business Unit*: My Business Unit
Location*: My Location
Time Zone
Time Zone*: (UTC-05:00) Eastern Time (US & Canada)
Unit & Currency
Unit Type*: English
Default Unit*: lb (Pound) Change
Currency*: USD - US Dollar - $
Price & Quantity Decimal Scale
Quantity Decimal Scale*: 4
Price Decimal Scale*: 2
Theme
Select Theme*: GreenSkin
Next

(***Note:** For your instance a default data will be populated as shown on the below screen which is editable as per your Organization's requirement.)

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Time Zone: This field defines the Default time zone which will be associated with the Business Owner Account.

Unit Type: This field defines the type of Measurement Unit (English or Metric) which will be used within the organization.

Default Unit: This field defines the default Measurement Unit on the basis of your selected preference (English or Metric); which will be assigned to all the products within the organization.

Currency: This field defines the default currency which will be used within the organization.

Quantity Decimal Scale: This field defines the decimal scale for the quantity associated with the products/items. For Example: 4.50 liters; here the decimal scale is 2.

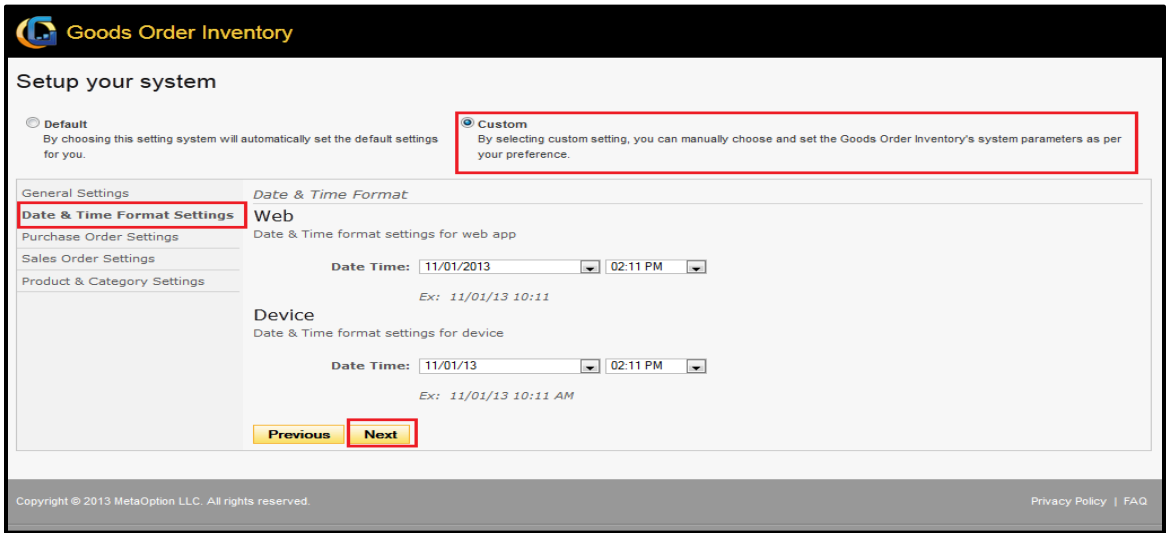
Price Decimal Scale: This field defines the decimal scale for the prices which will be given to the products/items. For Example: 7.502 $; here the decimal scale is 3.

Select Theme: Using this field, you can choose your desired default color theme for your GOIS Account.

Date and Time format settings:

Web Date Time: In this field you need to choose the default date and time which will be followed in your GOIS web account.

Device Date Time: In this field you need to choose the default date and time which will be followed in all the devices associated with your GOIS account.


Goods Order Inventory
Setup your system
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By choosing this setting system will automatically set the default settings for you.
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By selecting custom setting, you can manually choose and set the Goods Order Inventory's system parameters as per your preference.
General Settings
Date & Time Format Settings
Purchase Order Settings
Sales Order Settings
Product & Category Settings
Date & Time Format
Web
Date & Time format settings for web app
Date Time: 11/01/2013 02:11 PM
Ex: 11/01/13 10:11
Device
Date & Time format settings for device
Date Time: 11/01/13 02:11 PM
Ex: 11/01/13 10:11 AM
Previous
Next
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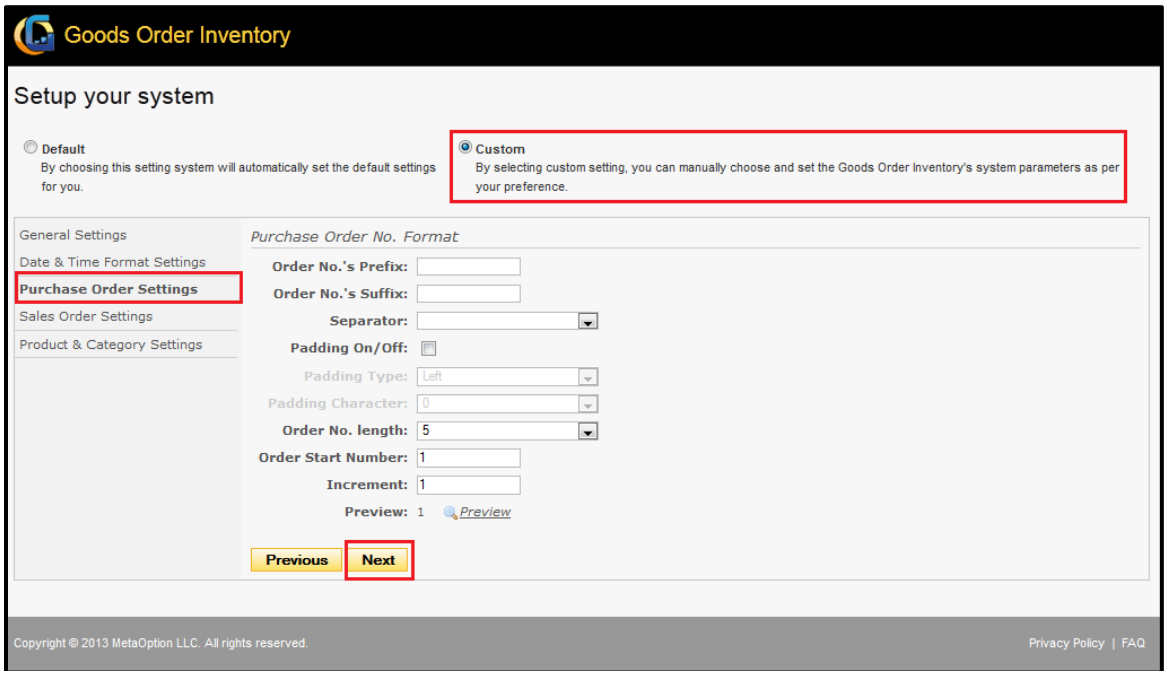
Purchase Order Settings:

Order No.'s Prefix: User is allowed to prepend some characters or letters or digits before the purchase Order number to make a standard business series for all the Purchase Orders.

Order No.'s Suffix: You can also append some characters or letters or digits after the Purchase Order number.

Separator: User can choose any character as a separator from drop down list between Prefix, Purchase Order Number and Suffix.



Padding On/Off: This field will include or exclude the padding character in your order number; to span the full length of order string.

Padding Type: You can add padding character either on left or on right on the Purchase Order number to span the full order length.

Padding Character: You can select a padding character from drop down list; which will be appended with Purchase Order number if padding is ON.

Order No. length: User can set a standard length for all the Purchase Orders. An order can have a maximum length of 20 characters (excluding prefixes and Suffixes).

Order Start Number: You can define the start number for your order number series.

Increment: You can set the incremental series for your Purchase Order Number.

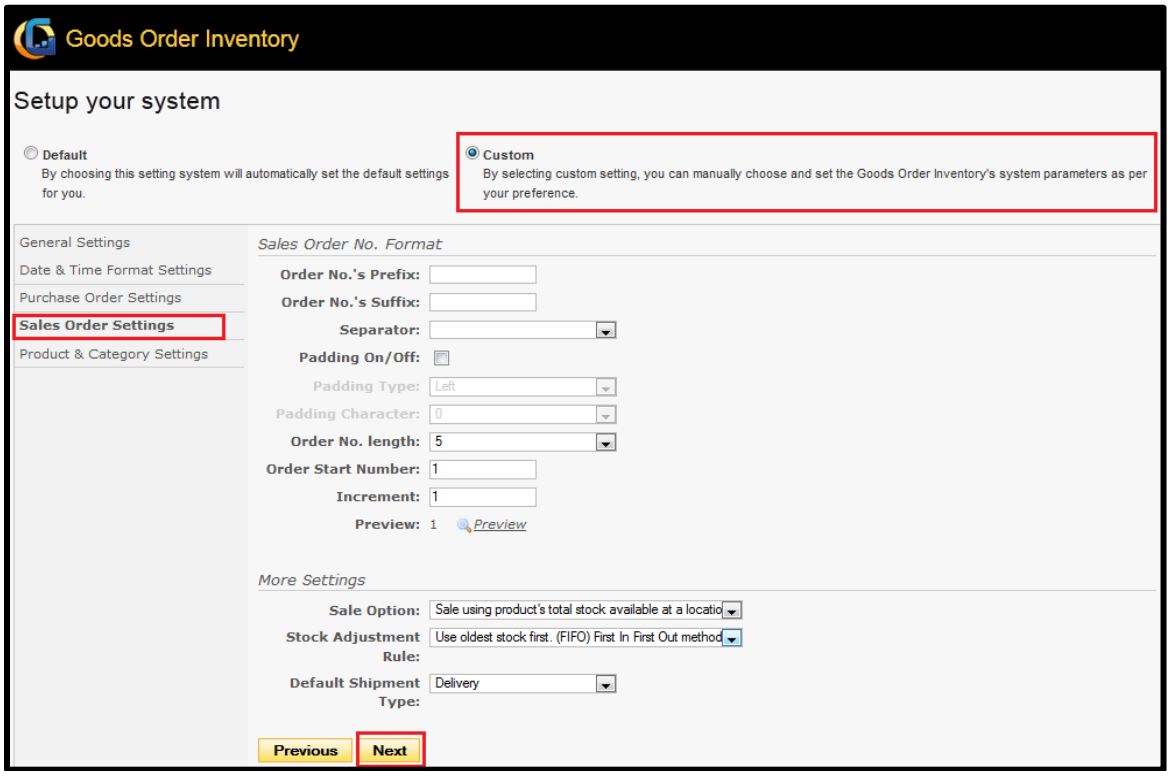
Preview: You can check the format of defined Purchase Order string by clicking on this button.

Sales Order Settings:

Order No.'s Prefix: User is allowed to prepend some characters or letters or digits before the Sales Order number to make a standard business series for all the Sales Orders.

Order No.'s Suffix: You can also append some characters or letters or digits after the Sales Order number.

Separator: User can choose any character as a separator from drop down list between Prefix, Sales Order Number and Suffix.


Goods Order Inventory
Setup your system
Default
By choosing this setting system will automatically set the default settings for you.
Custom
By selecting custom setting, you can manually choose and set the Goods Order Inventory's system parameters as per your preference.
General Settings
Date & Time Format Settings
Purchase Order Settings
Sales Order Settings
Product & Category Settings
Sales Order No. Format
Order No.'s Prefix:
Order No.'s Suffix:
Separator:
Padding On/Off:
Padding Type: Left
Padding Character: 0
Order No. length: 5
Order Start Number: 1
Increment: 1
Preview: 1 Preview
More Settings
Sale Option: Sale using product's total stock available at a locatio
Stock Adjustment Rule: Use oldest stock first. (FIFO) First In First Out method
Default Shipment Type: Delivery
Previous
Next

Padding On/Off: This field will include or exclude the padding character in your order number; to span the full length of order string.

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Padding Type: You can add padding character either on left or on right on the Sales Order number to span the full order length.

Padding Character: You can select a padding character from drop down list; which will be appended with Sales Order number if padding is ON.

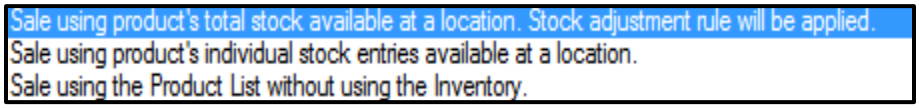
Order No. length: User can set a standard length for all the Sales Orders. An order can have a maximum length of 20 characters (excluding prefixes and Suffixes).

Order Start Number: You can define the start number for your order number series.

Increment: You can set the incremental series for your Sales Order Number.

Preview: You can check the format of defined Sales Order string by clicking on this button.

Sale Option: Owner has three options which can be applied on the sale.

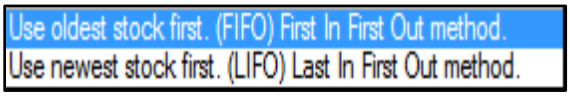

Sale using product's total stock available at a location. Stock adjustment rule will be applied.
Sale using product's individual stock entries available at a location.
Sale using the Product List without using the Inventory.

Option1. Sale using product's total stock available at a location. Stock adjustment rule will be applied: It means all the sale will be made from the total available stock (may contain multiple entries) at a selected location against a specific product. Using this option the chosen stock adjustment rule (either FIFO or LIFO) will be applied to the stock.

Option2. Sale using product's individual stock entries available at a location: It means each sale will be made from individual stock entry against a product available at a given location. At the time of sale, you need to choose the specific entry with which you want to make a sale.

Option3. Sale using the product list without using the inventory: It means you can make sale directly from the product list without using the inventory or stock available.

Stock Adjustment Rule: This rule will be applicable for sales orders created from stock.



FIFO: First In First Out i.e. the first entry for a product into the inventory will be going out or used first at the time of sale.

LIFO: Last In First Out i.e**.** the Last entry for a product into the inventory will be going out or used first at the time of sale.

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Default Shipment Type: User can set the shipment type of the sale orders.

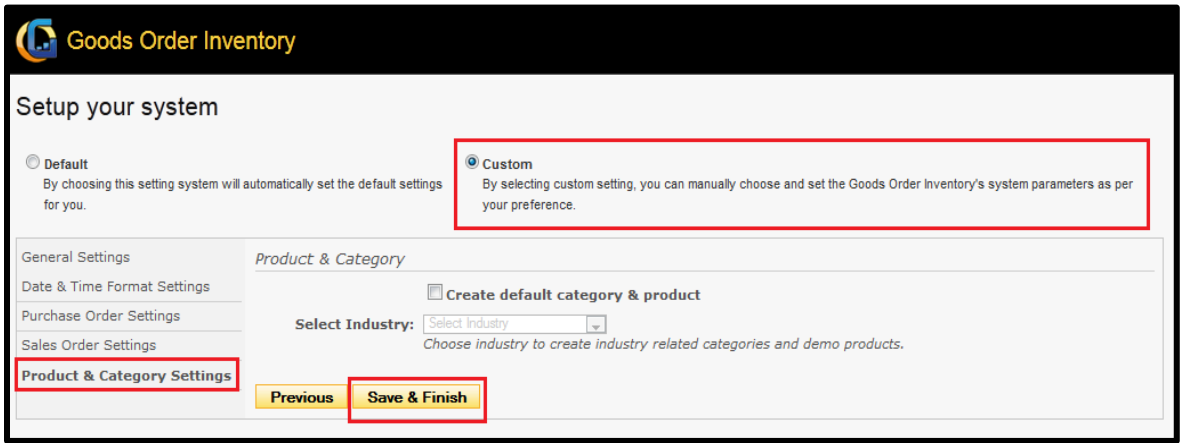
Option1- "Delivery": This specifies the default shipment type as it will be delivered at your shipping address.

Option2- "Pickup": This specifies the default shipment type as pickup.

Product & Category Settings:

Create Default Category: If user wants to create a default sample category list and products in their account, then you need to check mark this box.

Select Industry: User can choose the industry type from drop down list for which the sample categories and products will be created.


Goods Order Inventory
Setup your system
Default
By choosing this setting system will automatically set the default settings for you.
Custom
By selecting custom setting, you can manually choose and set the Goods Order Inventory's system parameters as per your preference.
General Settings
Date & Time Format Settings
Purchase Order Settings
Sales Order Settings
Product & Category Settings
Product & Category
Create default category & product
Select Industry:
Select Industry
Choose industry to create industry related categories and demo products.
Previous
Save & Finish

Save and Finish: At the end, user must have to click on this button to fix the settings with their account. On clicking to this button your account will be ready to use and you will be redirected to the Home dashboard screen of your GOIS Pro account as shown in below screen.

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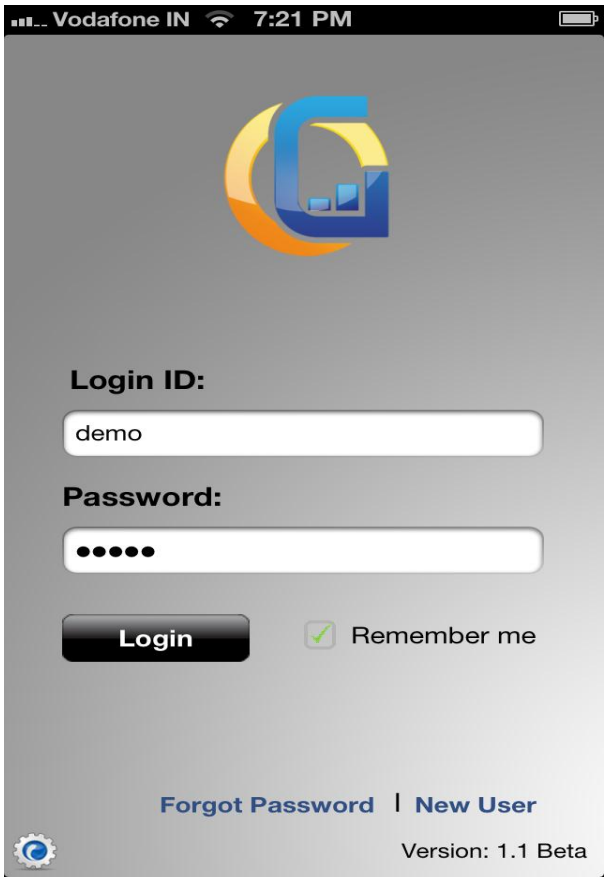
Login on device

Follow the steps to login on your GOIS Pro account:

1. Click on the “Goods Order” app icon on your device
2. Enter your valid credentials
3. Click on “Login” button



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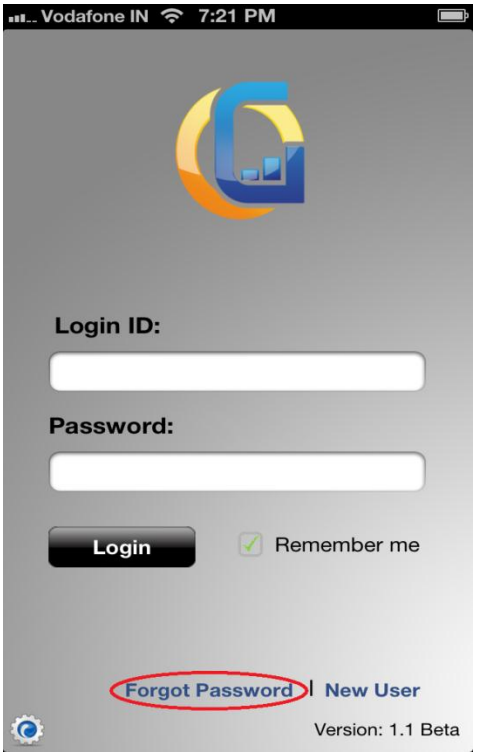
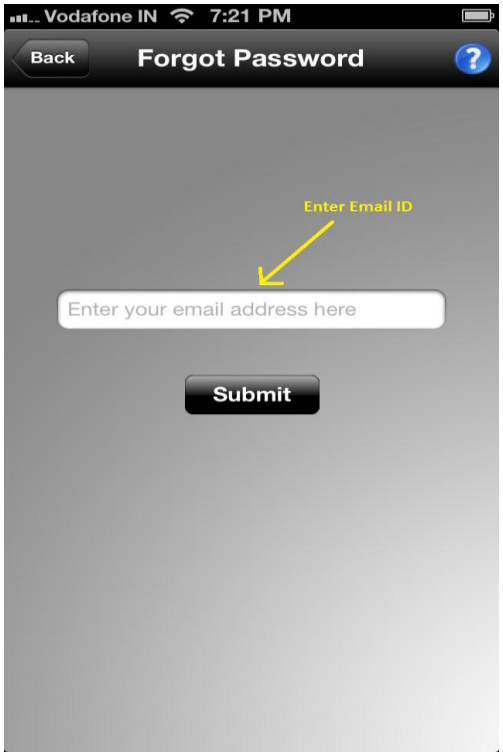
Password Recovery

You can recover your password by click on forgot password link on the login screen.

1. Click on the “Forgot Password” link present on the login screen
2. Enter your email ID, which is registered with the application
3. Click on “Submit” button
4. You will get the password in your email ID





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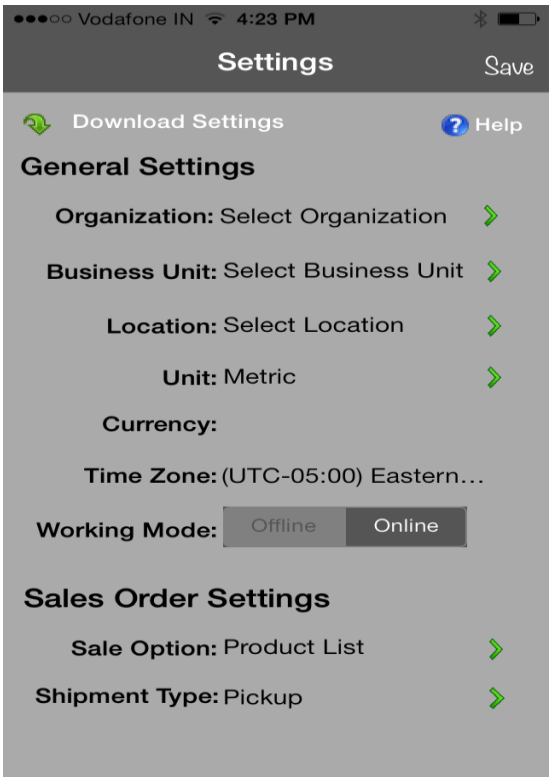
Setup "User Settings" *(when login for the first time)*

You have to select the organization, business unit and a default location on which you want to work. You can only work on a single Business Unit at a time.

General Settings:

1. Select the Organization (display list of all the associated organizations)
2. Select the Business Unit (display list of all the associated business units)
3. Location (Select any default location)
4. Unit (Unit type which you set on web)
5. Click on "Unit" to change the "Default unit"
6. Currency (which you set when setup your system)
7. Time Zone (display time zone as per which you set on web for user)
8. Working mode
   - Online: Synchronize all your data to web server on real time
   - Offline: Create data on device only without synchronizing it to web



Sales Order Settings:

1. Sale Option**:** Select options for your sales orders:

a) Available Stock: Select for selling product from its total stock from a location.

- Stock Adjustment Rule:
  - i) FIFO: Item which added in stock first will be used first for selling (First In First Out)
  - ii) LIFO: Item which added in stock last will be used first for selling (Last In First Out)

b) Available Stock Entries: Choose this option to sales product from its individual stock entry from a location.

c) Product List: Choose this option to sales directly from your product list. This will not affect your inventory.

2. Shipment Type: Select the shipment type of your sales order.
   - Pickup
   - Delivery

3. Click on “Save” button to save your settings
4. You will now redirected on your dashboard

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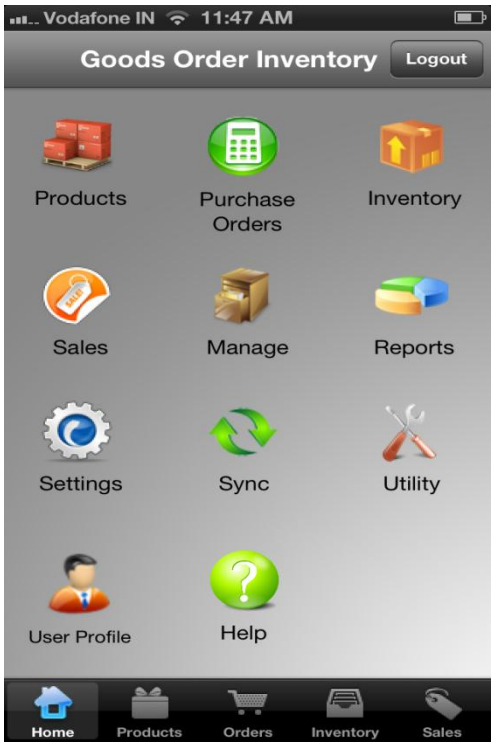
Dashboard

1. On dashboard displaying icons of different sections of application.
2. You just need to select the icon on which you want to work
3. Following are the icon displaying on the dashboard:
   - Product
   - Purchase Order
   - Inventory
   - Sales
   - Manage
   - Reports
   - Settings
   - Sync
   - Utility
   - User Profile
   - Help
   - Click on “Logout” button to logout



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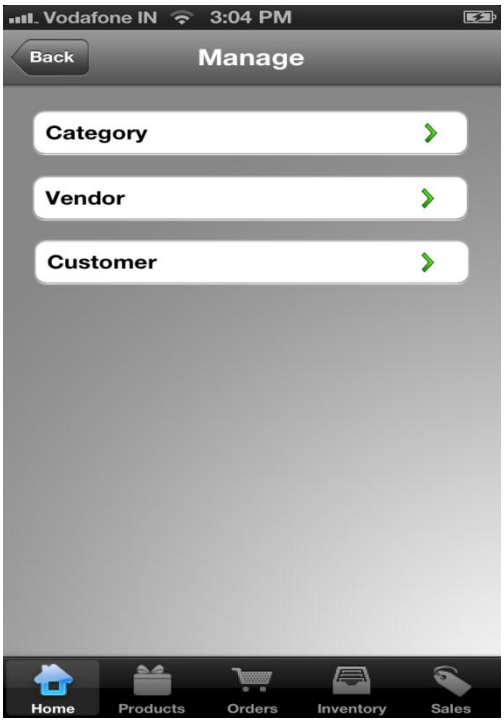
Manage

This section contains three sub sections. You can manage your “Category”, “Vendor”, and “Customer” from this section.

1. Category
2. Vendor
3. Customer



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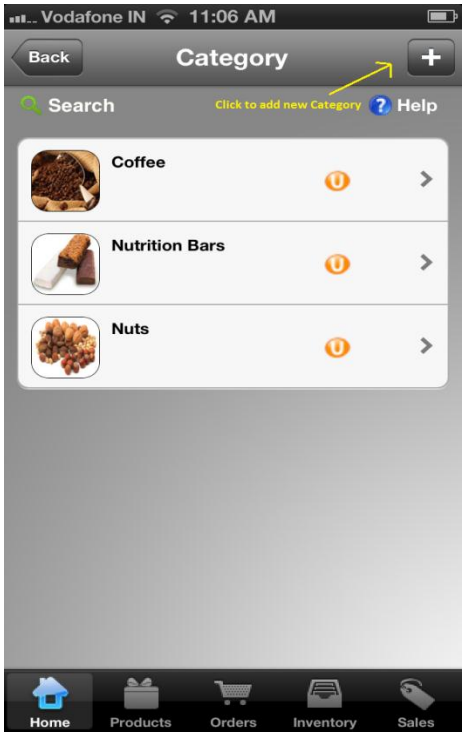
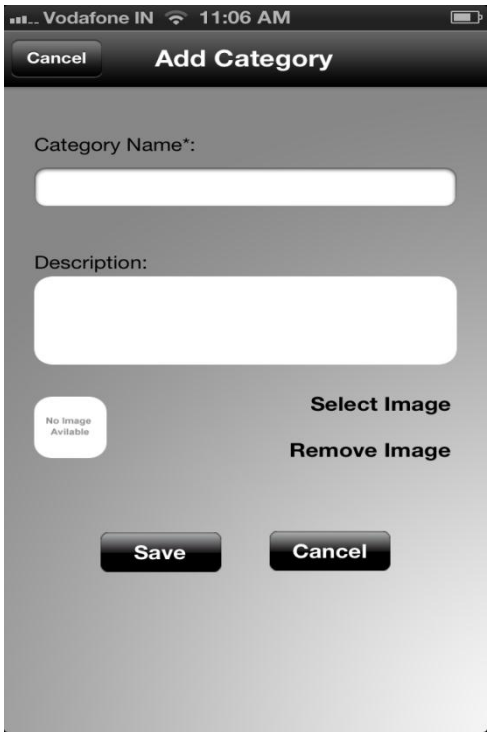
Category:

You can perform different actions on categories like add, modify, delete, search etc.

Add Category:

1. Click on (+) plus icon which is on the top right corner of the Category screen.
2. By clicking on that icon “Add Category” view will open.
3. You can also add\remove image for the category by clicking on the “Select Image” or “Remove Image” links respectively.





Update Category:

1. Click on “Category” from Manage section
2. On Category list, select the Category you want to update
3. Update what you want and save the category
4. Your category will be updated

Deleting Category:

1. Select the Category you want to delete
2. Click on the delete button
3. Your category will be deleted

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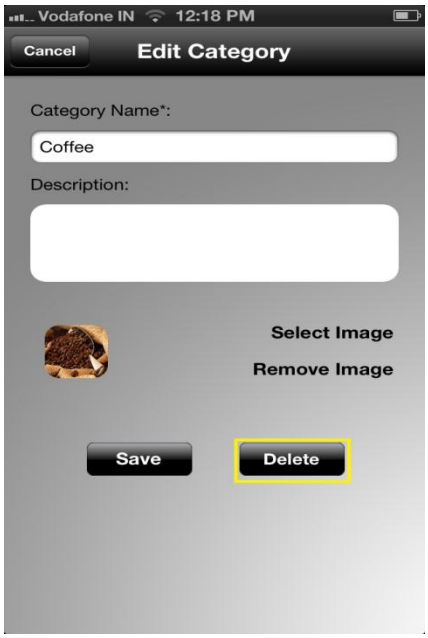
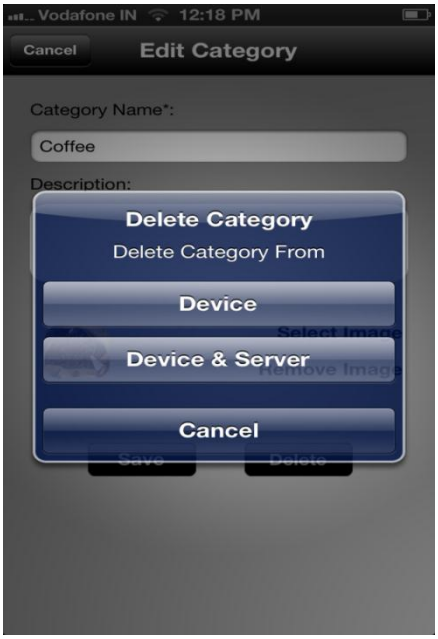
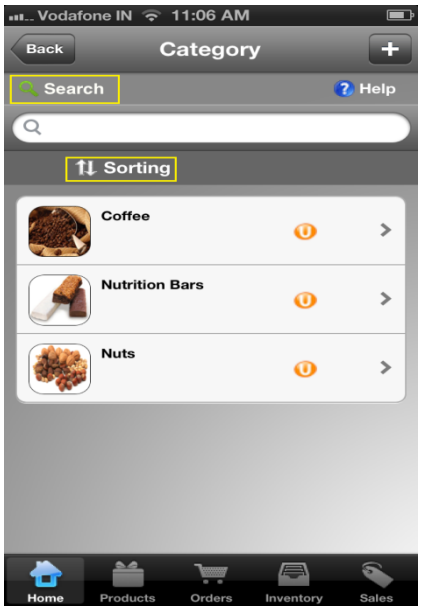




(***Note:** Delete from "Device" will delete data only from your device & delete from "Device & server" will delete data from device as well as from web server)

Search\ Sorting:

1. Click on the "Search" provided on the top left corner of the "Category" screen
2. Search bar and sorting link will open
3. Also you can sort the categories by selecting "sorting" link

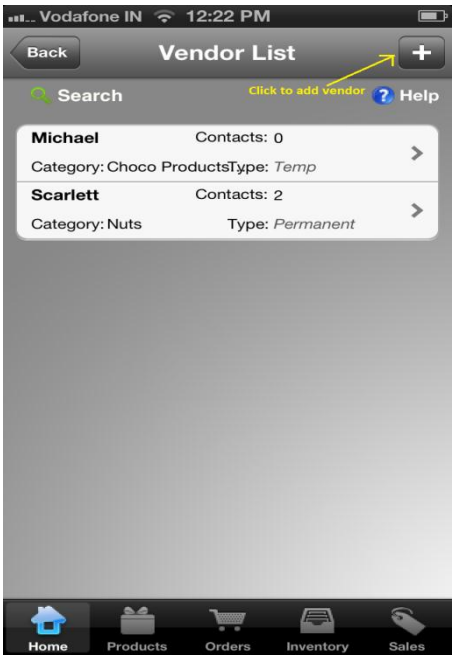


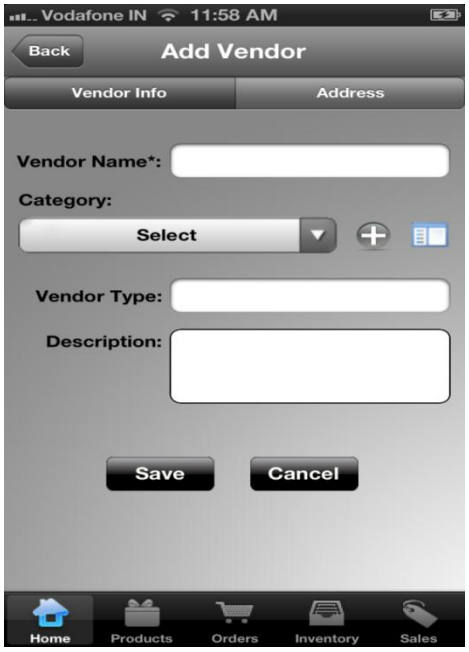
Vendor:

You can perform different actions on Vendors like add, modify, delete etc. Also you can add contacts with the vendors.

Add Vendor:

1. Click on (+) plus icon which is on the top right corner on Vendor screen.
2. By clicking on that icon “Add Vendor” view will open.
3. You can select vendor category from the drop down list
4. You can also add vendor category by selecting “+” icon displaying adjacent to Category field

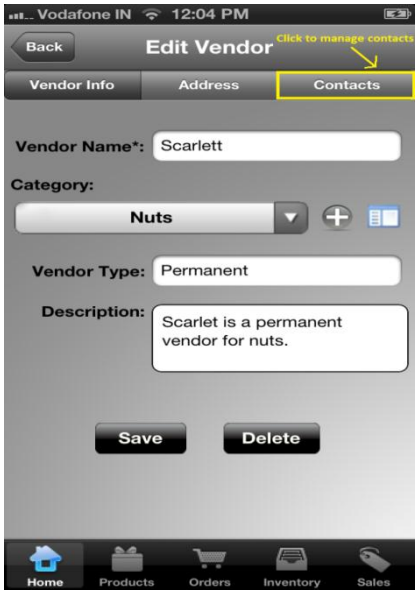


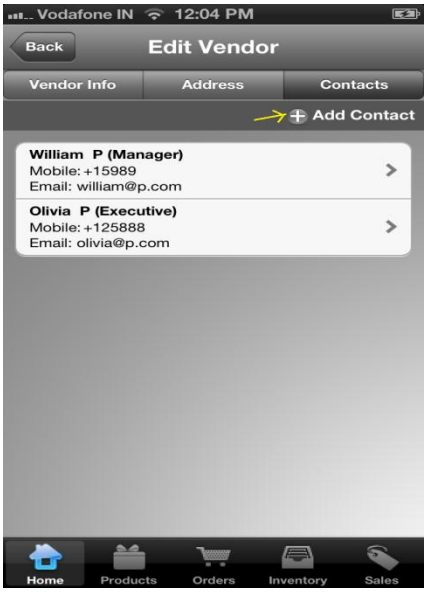


Adding Vendor Contact:

You can add contacts with your vendors. You can only add contacts after saving vendors.

1. Select any vendor from vendor list
2. On edit vendor screen, select “Vendor Contact” tab
3. Here user can add, update, delete “Vendor Contact”
4. You can also add, update, delete “Contact Type”
5. Just select the vendor contact, and update it



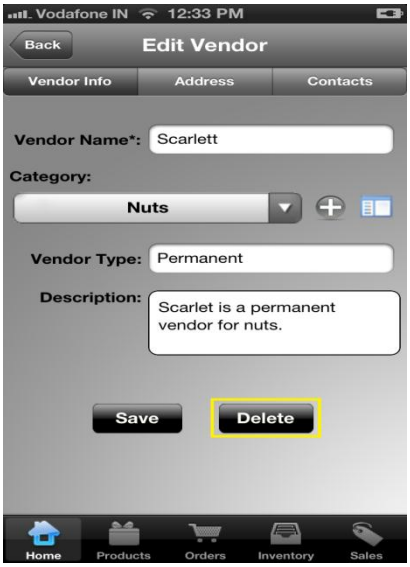


Update Vendor:

1. Click on "Vendor" from Manage section
2. On Vendor list, select the Vendor you want to update
3. Update what you want and save the Vendor
4. Vendor will be updated

Deleting Vendor:

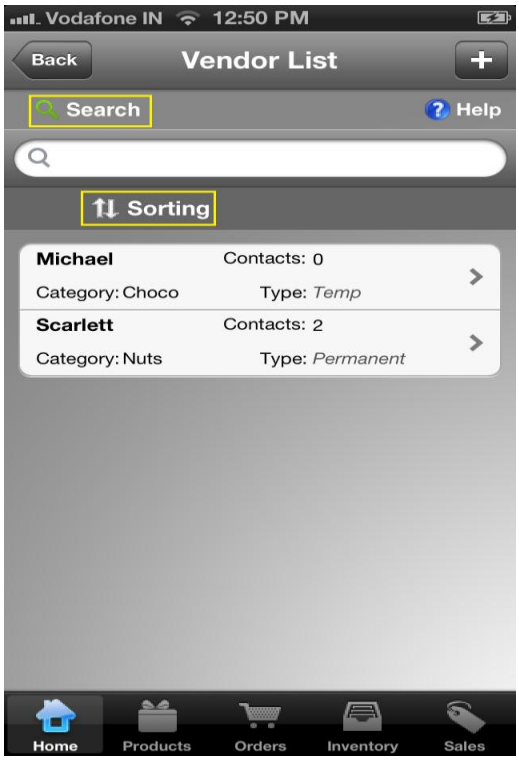
1. Select the Vendor you want to delete
2. Click on the delete button
3. Your vendor will be deleted



(*Note: Delete from “Device” will delete data only from your device & delete from “Device & server” will delete data from device as well as from web server)

Search\ Sorting:

1. Click on the “Search” provided on the top left corner of the screen
2. Search bar and sorting link will open
3. Also you can filter\sort the categories by selecting “Filter” or “Sorting” link



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Customer:

You can perform different actions on Customers like add, modify, delete etc.

Add Customer:

1. Click on (+) plus icon which is on the top right corner on Customer screen.
2. By clicking on that icon “Add Customer” view will open.
3. Here you can add customer details, Billing\Shipping address of customer
4. Click on “Save” button to save the customer

Update Customer:

1. Click on “Customer” from Manage section
2. On Customer list, select the Vendor you want to update
3. Update details you want and click on “Save” button
4. Customer will be updated

Deleting Customer:

1. Select the Customer you want to delete
2. Click on the delete button
3. Customer will be deleted

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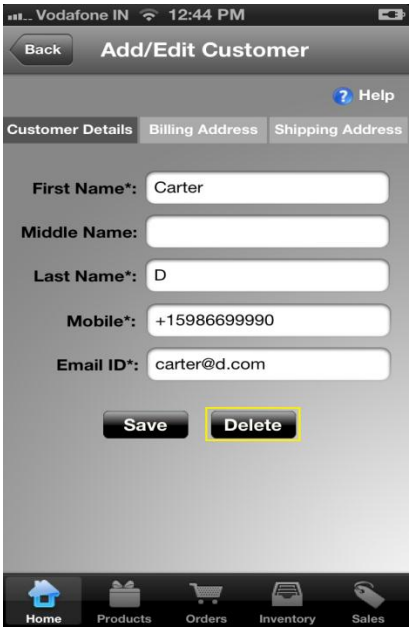

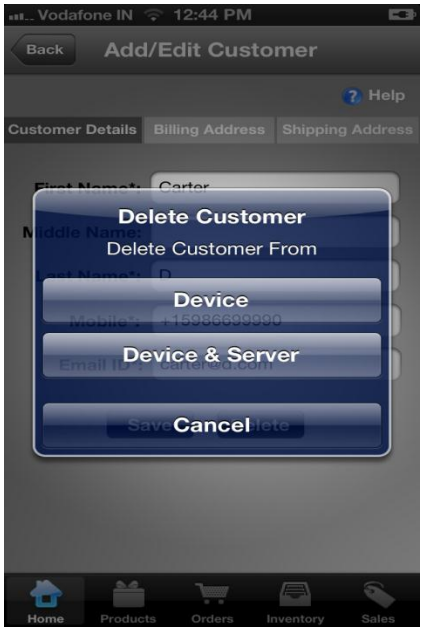

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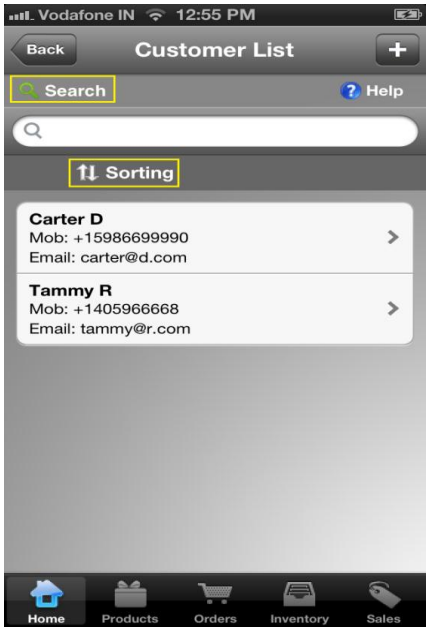
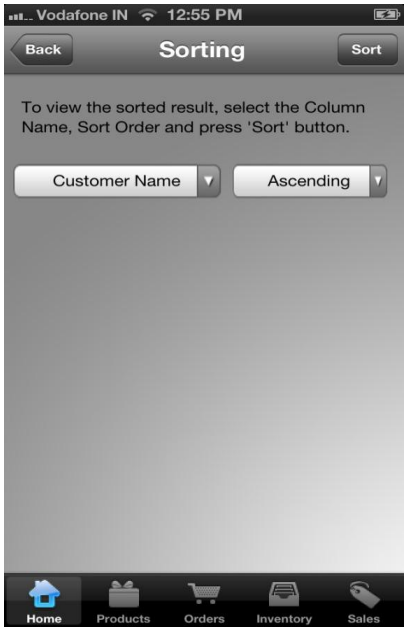
Search\ Sorting:

1. Click on the “Search” provided on the top left corner of the screen
2. Search bar and sorting link will open
3. Also you can sort the categories by selecting “sorting” link





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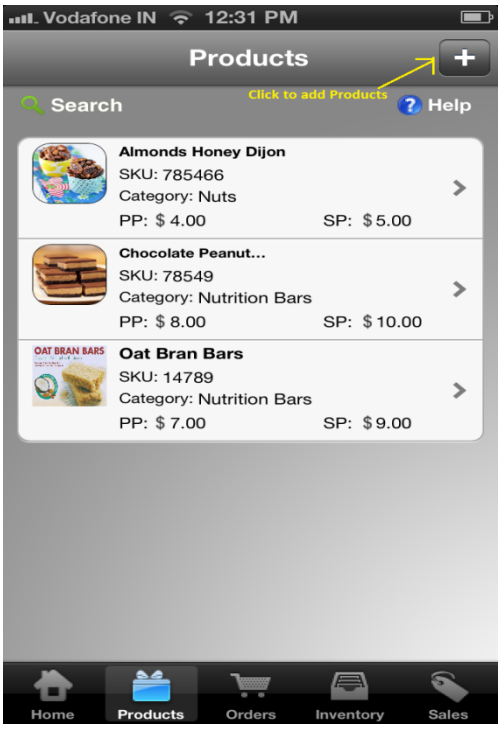
Product

You can perform different actions on the Products, like adding, updating, deleting, searching, filter etc.



Add Product

Products will be added under a particular organization, the one on which you are working and selected in your settings.

1. Click on the “Products” icon displaying on the home screen
2. There is a (+) plus icon exists on the top right corner of the product list
3. “Add Product” view will open, having the following attributes:

   a) **Product Name**: Enter the name of your product

   b) **Category:** Product can be linked with one or more category, but it is not mandatory to add category:
      - Click on “Select”
      - Displayed selected category list

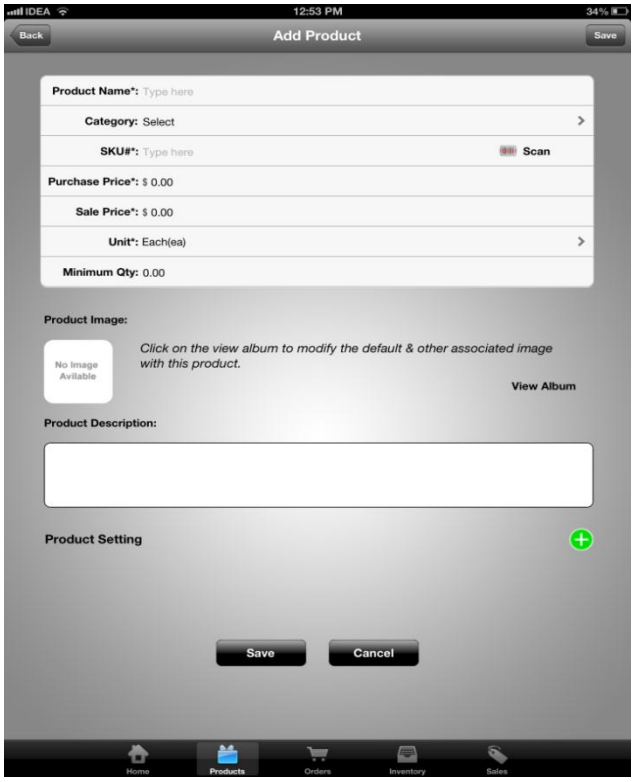
- Click on “Add Category” link to map category with product
- Click on “Remove” link to remove the selected category from product

c) **SKU#:** You can enter the Product number (SKU#) manually or by scanning barcode

d) **Purchase Price:** Enter Purchase Price of the Product

e) **Sales Price:** Enter Sale Price of the Product

f) **Unit:** Select the unit for the product. Unit for a product can be editable until the product is not used in any other section like purchase, sale, and inventory



g) Minimum Qty:

- You can define the minimum inventory quantity of your product here.
- If the inventory quantity of the product goes below this then it will display in low stock report

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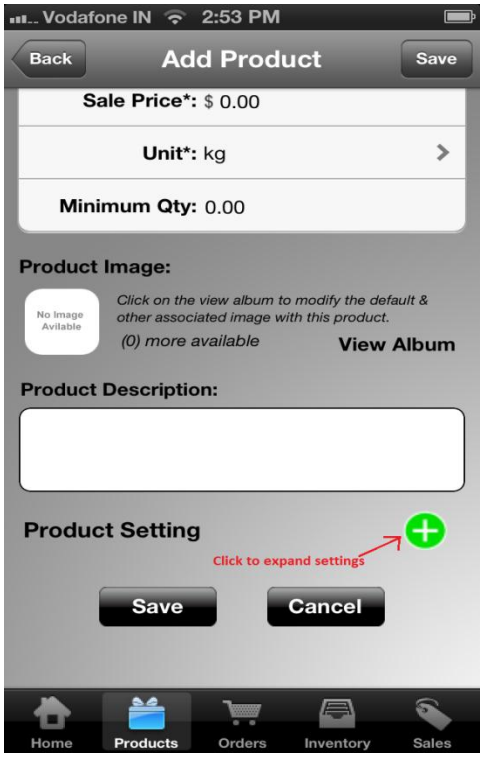
h) Product Image:

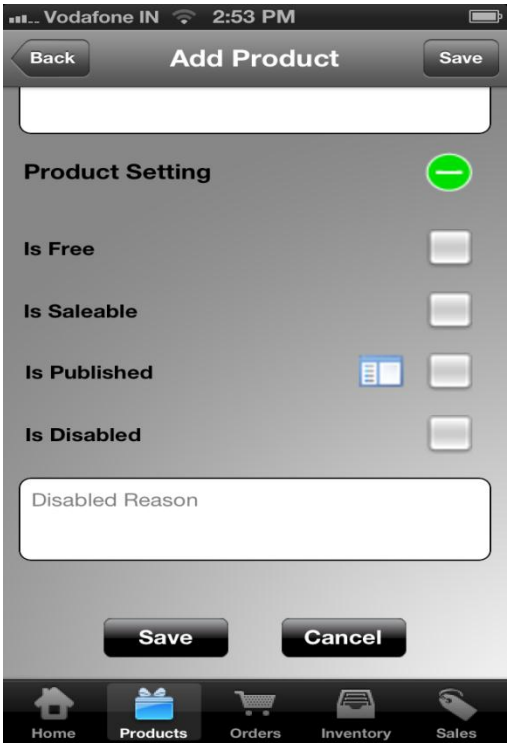
- Click on “View Album” button to view, add or remove the product image
- It will display the selected images available for this product
- Click on “Add Image” link to add product images from your library
- Click on “Remove” link to remove any image

i) **Product Description:** You can add product description if any.

j) **Product Settings:** These settings will be applicable on the product

- Click on “+” icon to expand product settings:
- Is Free: Select to make the product “Free” (Sales Price=0)
- Is Saleable: Select to make the product available for sales
- Is Published: Select to publish the product (only published product available to use in other sections of application)
- Is Disabled: Select to make the product disabled (a disabled product will not display on Product list)



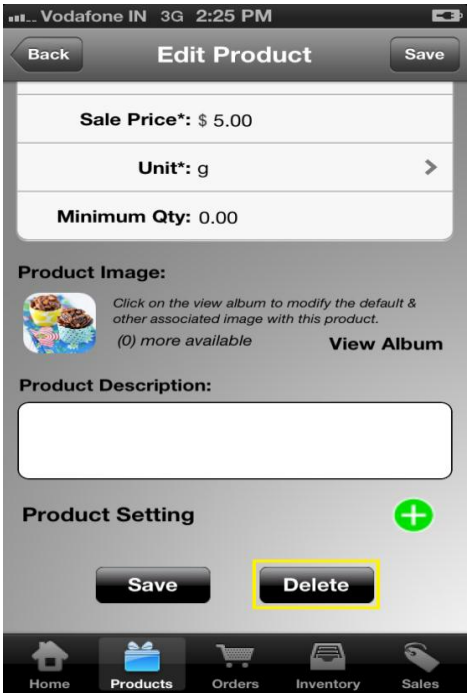


Update Product:

1. Select Product section from dashboard
2. On Product list, select the Product you want to update
3. Update details you want and click on “Save” button
4. Product will be updated

Deleting Product:

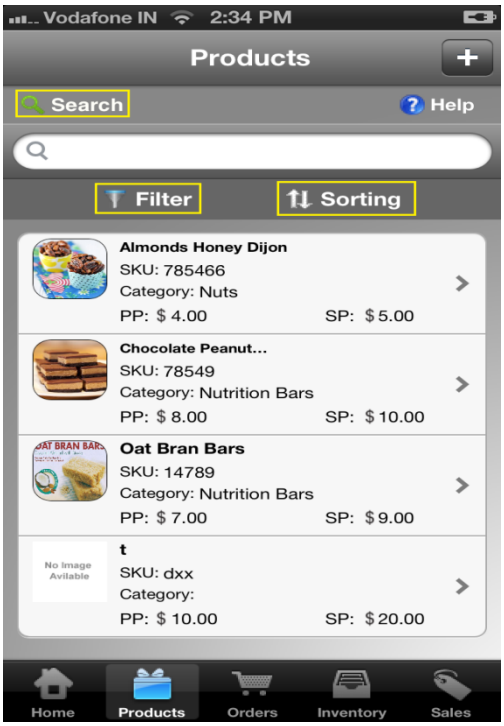
1. On Product list, select the Product you want to delete
2. Click on the delete button
3. Product will be deleted



(***Note**: Delete from “Device” will delete data only from your device & delete from “Device & server” will delete data from device as well as from web server)

Search\Filter\Sorting:

1. Click on the “Search” provided on the top left corner of the screen
2. Search bar will open
3. Also you can Filter and Sort the products by selecting “Filter” and “Sorting” links



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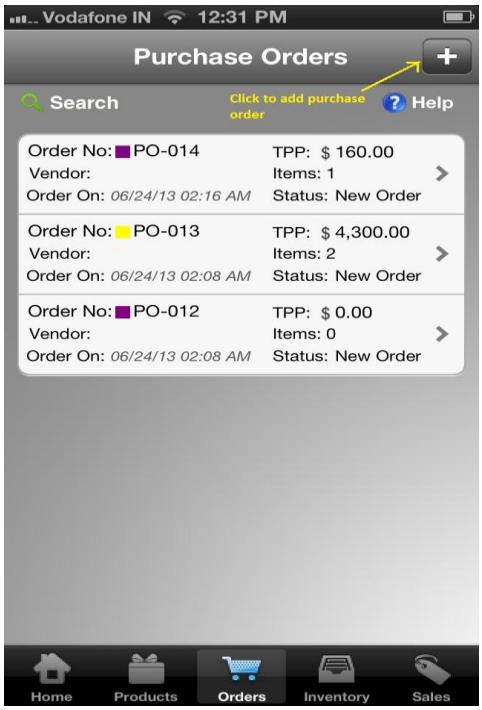
Purchase Order

You can manage all your purchase orders for a particular location using this section. You can perform add, update, delete, fulfill, searching orders etc. All the fulfilled items with be sent to your inventory.



Add Purchase Order:

You can add new Purchase Order by following the steps below:

1. Select “Purchase Order” icon displaying on the home screen
2. Click on the (+) plus icon exists on the top right corner of the “Purchase Orders” screen
3. Add Purchase Order have two tabs : (Info Tab & Line Items Tab)

➢ **Info Tab:** You can add information about your purchase order:

a) **Order Number:** This will generate automatically as per the settings saved on web server

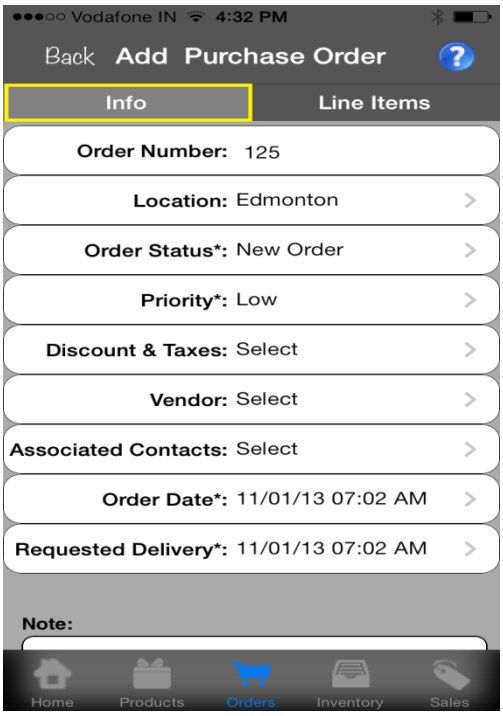
b) **Location:** This will be the default location (as per your settings). Click on the “Location” if you want to add product for any other location. List of all the location of your business unit will be displayed.

(***Note:** You cannot change location of a partially fulfilled order)

c) **Order Status:** You can select any status as per your need (New Order\Review\Sent to Vendor)

d) **Priority:** You can set the priority as per your need (Low\Medium\High\Immediate)

e) **Discount & Taxes:** You can set discount & taxes on your order. This will be applicable on your fulfilled quantity



f) **Vendor:** You can a vendor with your purchase order

g) **Associated Contacts:** Contacts associated with the selected vendor will automatically added

h) **Order Date:** You can select the order date

i) **Requested Delivery:** Date for delivery

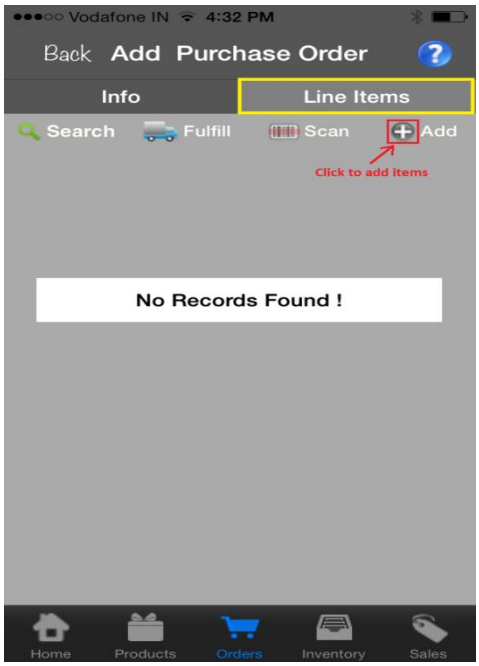
j) **Note:** You can add your order notes here

k) Click on “Save” button to add purchase order

- **Line Item Tab:** Buttons displaying at the top of the line item screen.

Add:

a) To add line item click on "+Add" button
b) Screen navigate to Product list
c) Select any product which you want to add in purchase order
d) "Add Line Item" screen displayed, which have the item's details
e) You can update the "Unit Purchase Price, Quantity and Unit" of item
f) If you change the unit, price will be converted as per the selected unit
g) You can also add "Notes" for your line items
h) Click on "Save" button to add the item in your order



Scan: You can also add lite items directly from product list by searching its barcode

a) Click on "Scan" button
b) Barcode scanner open, read the barcode
c) If any item of scanned barcode present in the product list it will open the add line item screen
d) If no item of scanned barcode present in the barcode, you will get the option to first add the product and then add it in your order

Fulfill: Read "Fulfill a Purchase Order" section for this.

Search: You can search, filter and sort the line items of purchase order.

a) Click on the “Search” button
b) Search bar will open
c) Also you can Filter and Sort the line items by selecting “Filter” and “Sorting” links

Update Purchase Order:

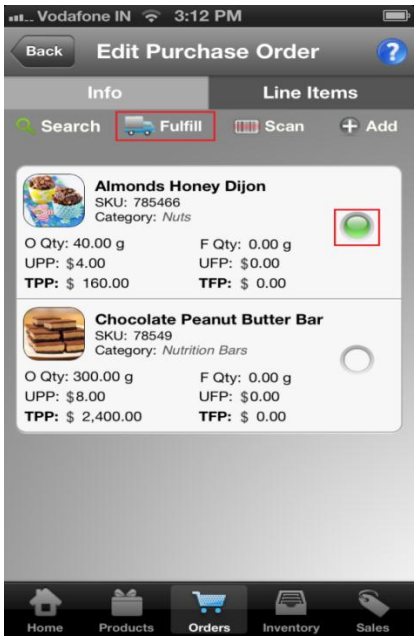
1. Select Purchase order section from dashboard
2. On Purchase Order list, select the order you want to update
3. Update details you want and click on “Save” button
4. Purchase order will be updated

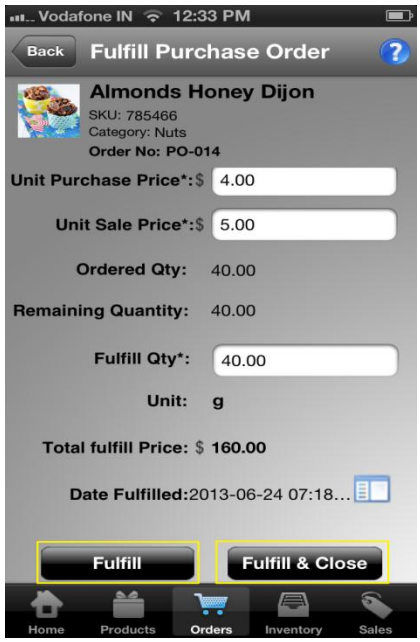
Fulfill a Purchase Order:

You can fulfill a purchase order fully or partially. All the fulfilled items with be sent to your inventory.

Fulfill All: This will fulfill the whole order with all included line items

1. Click on “Purchase Order” icon from dashboard
2. Select any order from “Purchase Orders” list
3. On “Info” tab displaying “Fulfill All” button at the bottom of the screen
4. Click on “Fulfill All” button, this will fulfill your whole purchase order and close it
5. Ask for confirmation, click on “Yes”
6. Your order will be fulfilled and sent to closed purchase order with order status “Fulfilled”





Partial\Fully Fulfill:

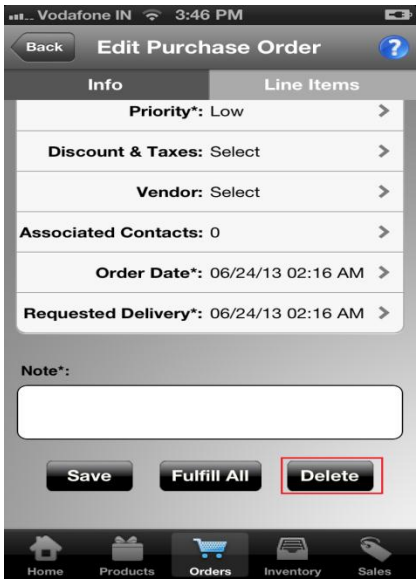
1. Go to 'Line Items" tab
2. Displaying all the items associated with the purchase order
3. Click on the radio button to select an item you want to fulfill
4. Click on "Fulfill" button displaying above the item list
5. Ask for confirmation, select "Yes"
6. Fulfill Purchase order list displayed
7. Enter the quantity you want to fulfill in "Fulfill Qty" field
8. There are two option provided to fulfill

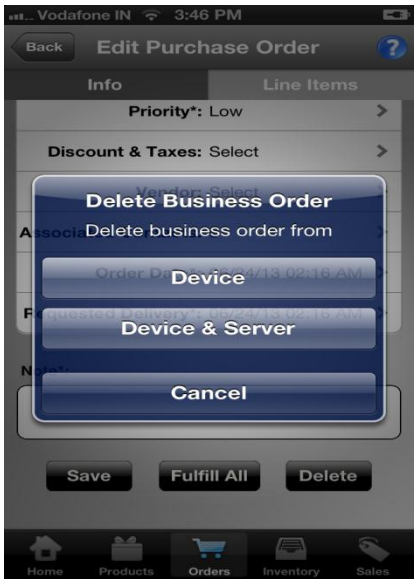
- **Fulfill:**
  - This will fulfill the entered quantity of the selected item
  - All the other items of the purchase order still available to fulfill, and the order will be partially fulfilled
  - Order will be fully closed after you fulfill all the quantity of all the associated items of purchase order

- **Fulfill & Close:**
  - This will close the order
  - The entered quantity of the selected item will be fulfilled, but all the remaining quantity and remaining items will be discarded

Deleting Purchase Order:

1. Select Purchase order section from dashboard
2. On Purchase Order list, select the order you want to delete
3. Click on the delete button
4. Purchase Order will be deleted

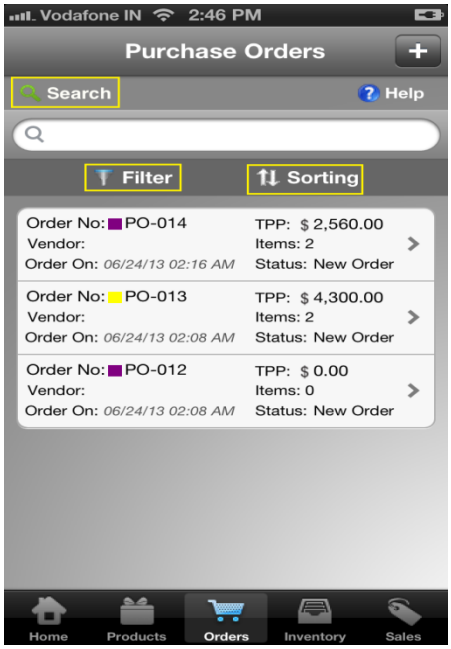




(***Note**: Delete from “Device” will delete data only from your device & delete from “Device & server” will delete data from device as well as from web server)

Search\Filter\Sorting:

1. Select Purchase order section from dashboard
2. Click on the “Search” provided on the top left corner of the screen
3. Search bar will open
4. Also you can Filter and Sort the purchase order by selecting “Filter” and “Sorting” links



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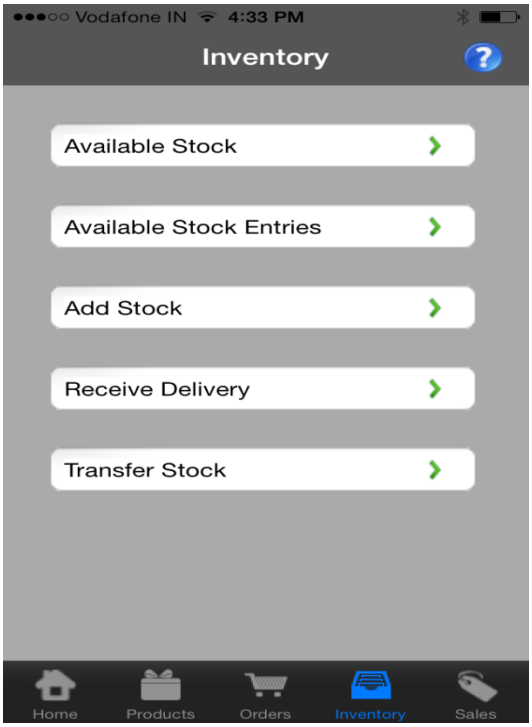
Inventory

This section provides you the facility to manage your stock of a particular business unit. There are following sub-sections of this section:

i) Available Stock: To view transaction details of stock items in all locations. You can also add, update, and delete stock items.
ii) Available Stock Entries: To add, update, delete a stock item. This will display stock entries of an item in all locations.
iii) Add Stock: To add item in stock from product list
iv) Receive Delivery: To add item in stock by fulfilling a purchase order
v) Transfer Stock: Only available on “GOIS Web Application”



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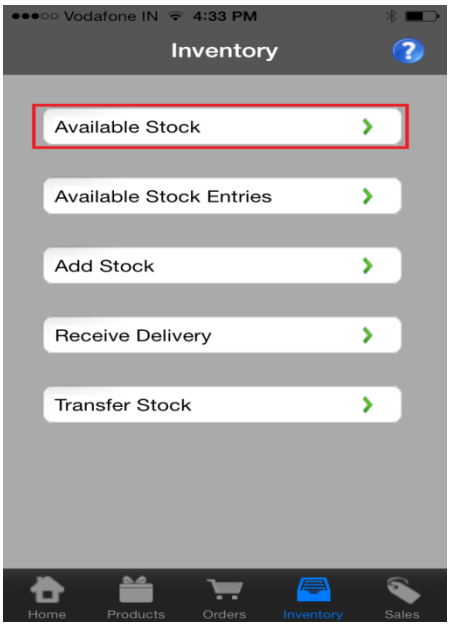
i) Available Stock:

Using this section, you can check transactions of your stock items. You can also add items from product list from this section as well.

Adding items in Stock:

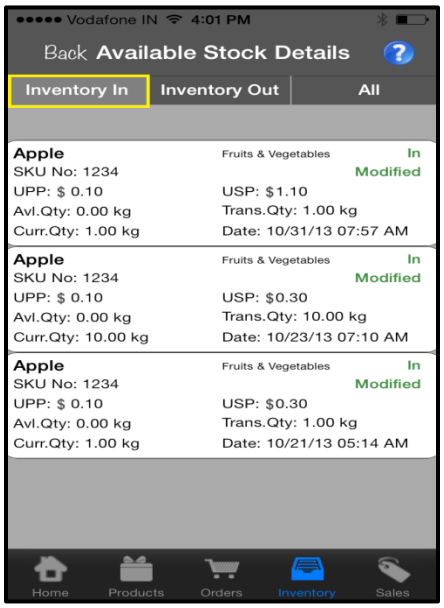
a) Select “Inventory” icon displaying on the home screen
b) Select “Available Stock” from inventory screen
c) List of available stock items across all the locations of selected business unit will be displayed
d) Click on the (+) plus icon displaying on the top right corner of “Available Stock” screen
e) Product list open
f) Select the product you want to add in your stock
g) Add Inventory screen displayed
h) You can now update item’s details (Unit Purchase Price, Unit Sale Price, Quantity)
i) You can also add item notes
j) Click on “Save” button to add the product in stock



View Stock Transaction:

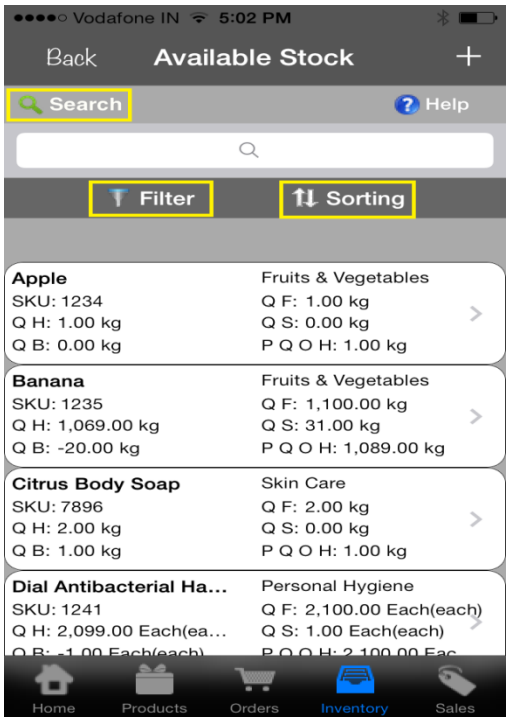
1. Select “Inventory” icon displaying on the home screen
2. Select “Available Stock” from inventory screen
3. Displaying all your stock items of selected business unit for all locations
4. Select any stock item
5. Available Stock Details screen of the item displayed
6. There are three different tabs from where you can view all your inventory item transactions:

- **Inventory In**: This section displays the details of the item when it has been added in the inventory.
- **Inventory Out:** This section display the details of the inventory item after sales.
- **All:** This section displays all the transaction done from Inventory



Search\Filter\Sorting:

1. Click on the “Search” link provided on the top left corner of “Inventory On-Hand” screen
2. Search bar will open
3. Also you can Filter and Sort the products by selecting “Filter” and “Sorting” links

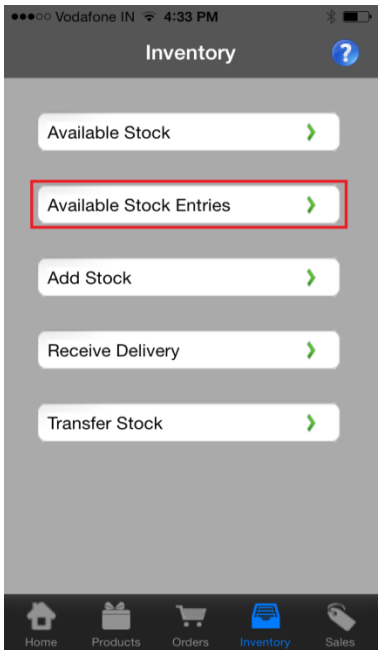


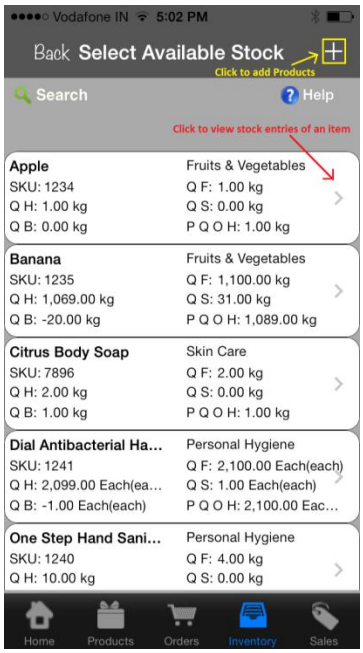
ii) Available Stock Entries:

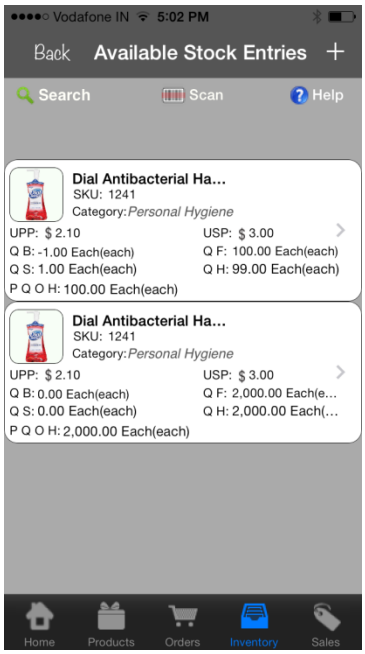
Using this section you can view individual entries of you stock items. Also you can perform different actions on your stock like add, update, and delete, searching etc.

View stock Entries:

a) Select “Inventory” icon displaying on the home screen
b) Select “Available Stock Entries” from inventory screen
c) List of available stock items across all the locations of selected business unit will be displayed
d) Select any item
e) All the individual entries of the selected item will be displayed
f) You can also edit stock item by simple selecting the item







Adding items in Inventory:

a) Select “Inventory” icon displaying on the home screen
b) Select “Available Stock Entries” from inventory screen
c) List of available stock items across all the locations of selected business unit will be displayed
d) Click on the (+) plus icon displaying on the top right corner of “Select Available Stock” screen
e) Product list displayed

f) Select the product you want to add in your inventory
g) Add Inventory screen displayed
h) You can now update item's details (Unit Purchase Price, Unit Sale Price, Quantity)
i) You can also add item notes
j) Click on "Save" button to add the product in stock

Adding item using Scan: You can also add line items using scan button.

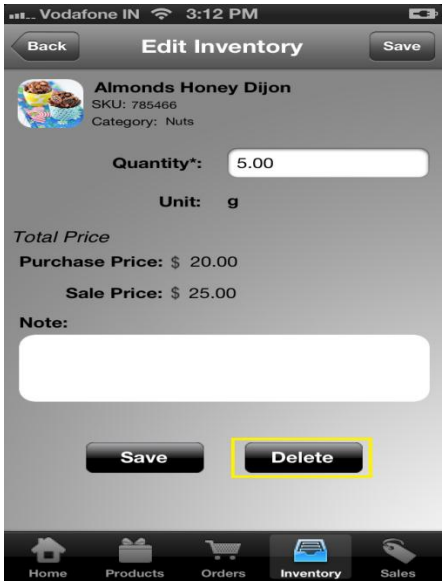
a) Click on the "Scan" button
b) Read the barcode of the product
c) If scanned product is in your product list, it will be added in your inventory
d) If scanned product not in your product, then you can first add it in product list and then in inventory

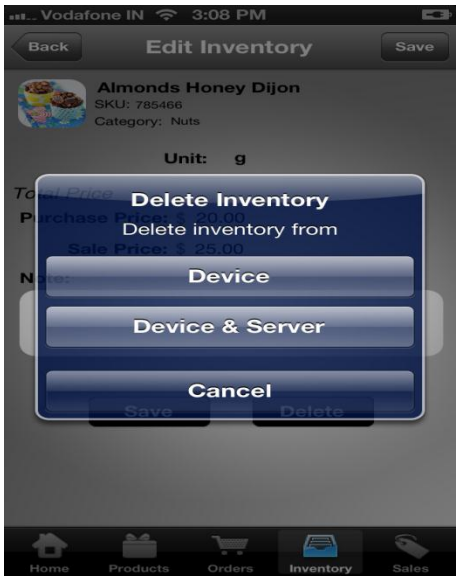
Update a Stock Item: ***(*This feature currently not available on device for this release)***

a) On "Select Available Stock " screen, select the stock item you want to update
b) Update details you want and click on "Save" button
c) Stock Item will be updated

Deleting a Stock Item:

a) On "Select Available Stock" screen, select the stock item you want to delete
b) Click on the delete button
c) Stock item will be deleted
d) If stock item not synced to web server then it will only ask to delete the item from your device only

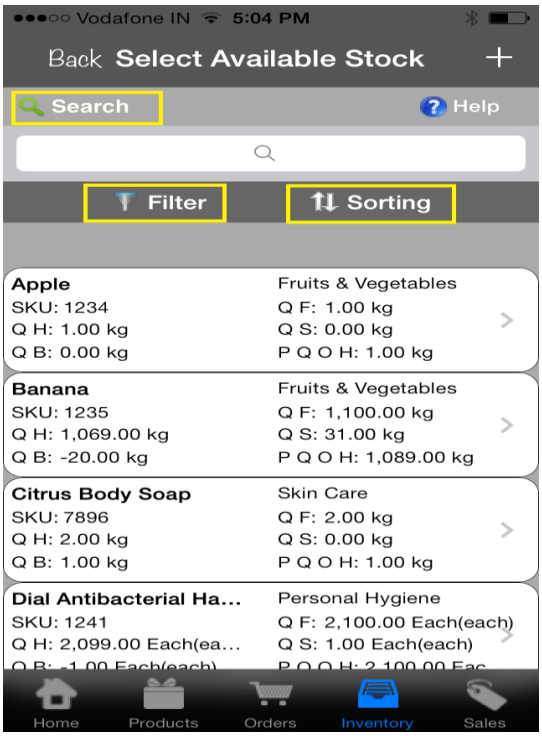




(*Note: 1. You can only delete unsynchronized data. Inventory data once synced to web server cannot be deleted using device.
2. Delete from “Device” will delete data only from your device & delete from “Device & server” will delete data from device as well as from web server**)**

Search\Filter\Sorting:

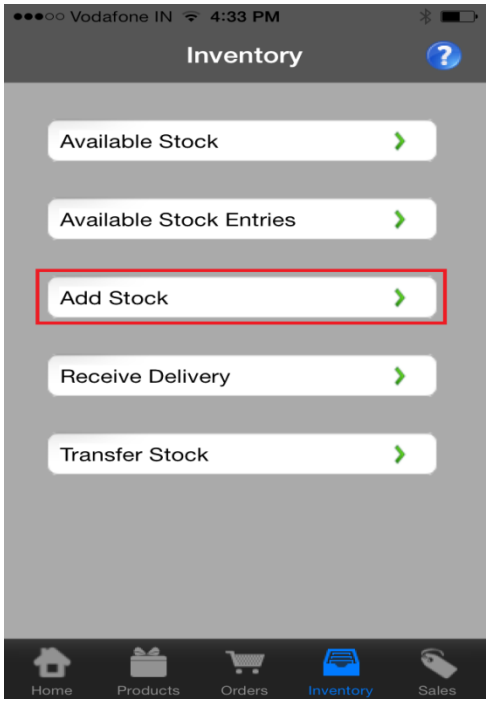
a) Click on the “Search” link provided on the top left corner of “Select Available Stock” screen
b) Search bar will open
c) Also you can “Filter\Sort” the stock items by selecting “Filter” and “Sorting” links

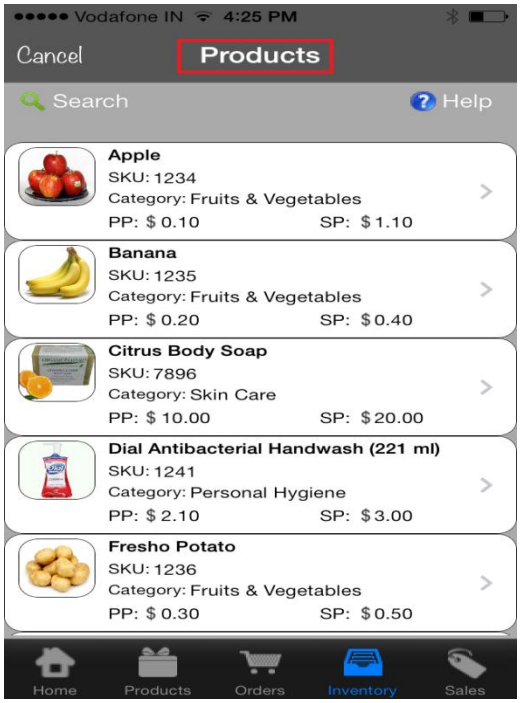


iii) Add Stock:

This section allows you to add stock directly from your product list.

a) Select “Inventory” icon displaying on the home screen
b) Select “Add Stock” from inventory screen
c) Product list will be displayed
d) Select the product you want to add in your inventory
e) Add Inventory screen displayed
f) You can now update item’s details (Unit Purchase Price, Unit Sale Price, Quantity)
g) You can also add item notes
h) Click on “Save” button to add the product in stock

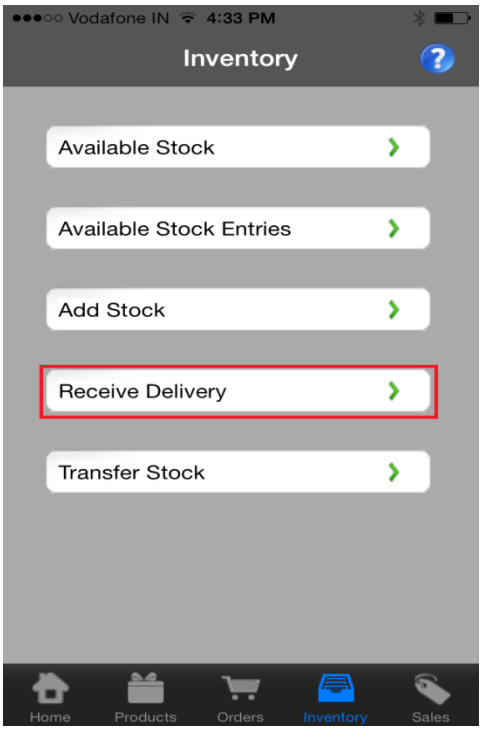


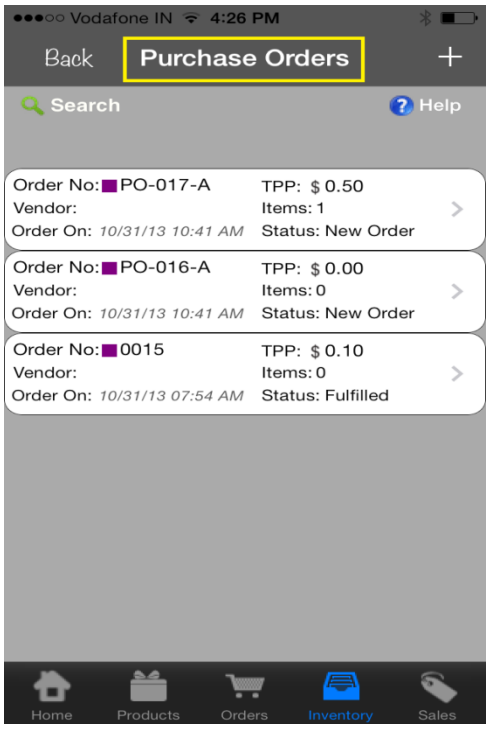


iv) Receive Delivery:

This section allows you to add stock items by fulfilling a purchase order.

a) Select “Inventory” icon displaying on the home screen
b) Select “Receive Delivery” from inventory screen
c) Purchase Order screen will be displayed
d) Here, you can select any purchase order which you want to add in your stock or add a new purchase order
e) After fulfilling a purchase order the items of fulfilled purchase order will be added in your stock





v) Transfer Stock:

Using this section you can transfer your stock items between different locations. This feature currently available on web application.

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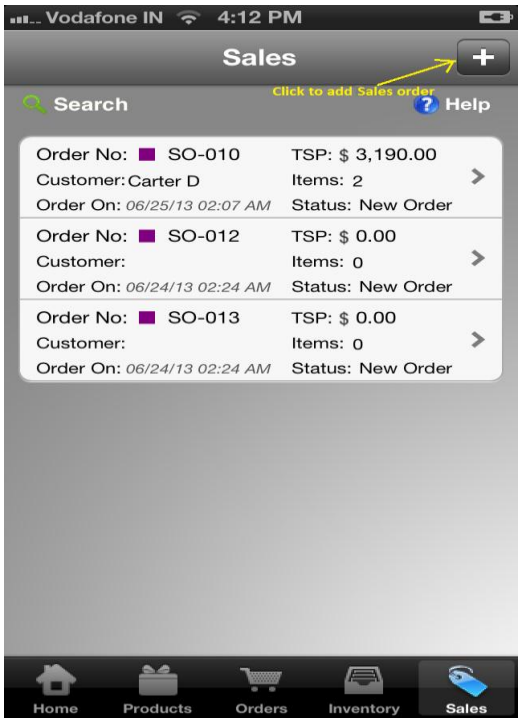
Sales Order

You can manage all your sale orders for a particular location using this section. You can perform add, update, delete, fulfill, searching orders etc.

Currently you can only “Dispatch and Close” a sales order using web application only. This feature is not available in mobile app now.



Add Sales Order:

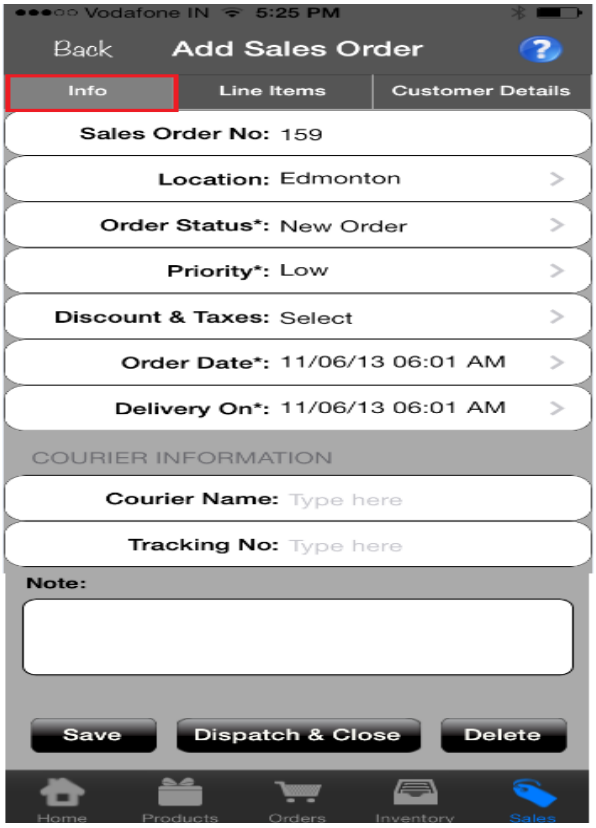
You can add new Sales Order by following the steps below:

1. Select “Sales Order” icon displaying on the home screen
2. Click on the (+) plus icon exists on the top right corner on “Sales Orders” screen
3. “Add Sales Order” screen display, which have three tabs (Info, Line Items & Customer Details)

➢ **Info Tab:** To add information about your Sales order:

a) **Sales Order Number:** This will generate automatically as per the settings saved on web server

b) **Location:** This will be the default location (as per your settings). Click on the "Location" if you want to add product for any other location. List of all the location of your business unit will be displayed.
(Note*: You cannot change location of a partially fulfilled order)



c) **Order Status:** You can select any status as per your need (New Order\Review\Sent to Vendor)

d) **Priority:** You can set the priority as per your need (Low\Medium\High\Immediate)

e) **Discount & Taxes:** You can set discount & taxes on your order. This will be applicable on your fulfilled quantity

f) **Order Date:** You can select the order date

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g) **Delivery On:** Date for delivery

h) **Note:** You can add your order notes here

i) **Courier Information**
   - Courier Name: You can give your courier name if any
   - Tracking No.: You can give your courier name if any

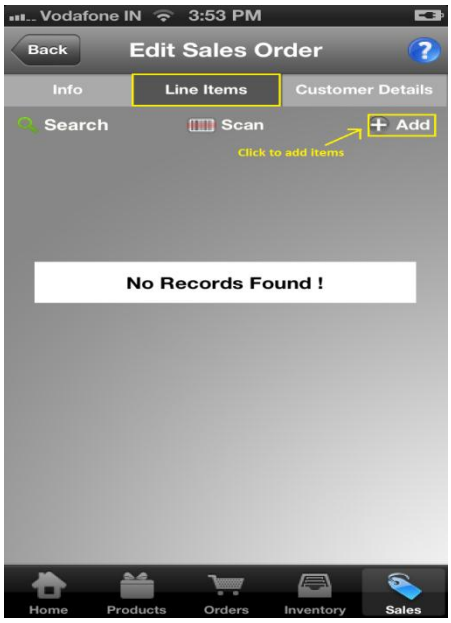
j) **Note:** You can add your order notes here

4. Click on "Save" button to save sale order

➢ **Line Item Tab**: Buttons displaying at the top of the line item screen.

Add: You can add items in your sales order from your "Stock or Product List", depending upon your sale order settings.

a) To add line item click on "+Add" button
b) Screen navigate to Inventory list (if sales from stock) or Product list (if sales from product list), as per your sale order settings.
c) Select any product which you want to add in sales order
d) "Add Line Item" screen displayed, which have the item's details
e) You can update the "Unit Sale Price, Quantity, Discount and Unit" of item
f) If you change the unit, price will be converted as per the selected unit
g) You can also add "Notes" for your line items
h) Click on "Save" button to add the item in your order



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Scan: You can also add lite items directly from product list\inventory by searching its barcode.

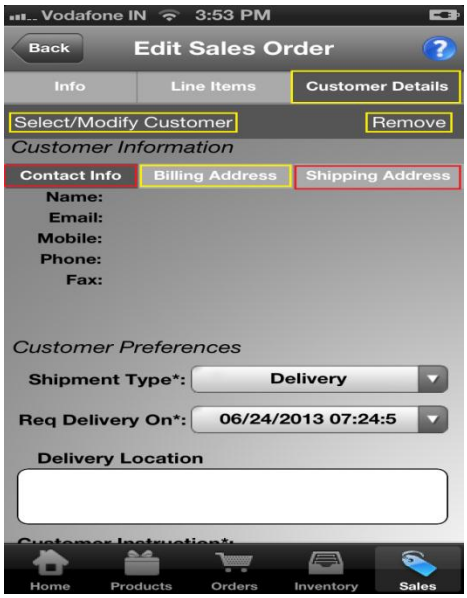
a) Click on “Scan” button
b) Barcode scanner open, read the barcode
c) If any item of scanned barcode present in the product list\inventory it will open the add line item screen
d) If no item of scanned barcode present in the product list\inventory, you will get the option to first add the product and then add it in your sales order

Search: You can search, filter and sort the line items of sales order.

a) Click on the “Search” button
b) Search bar will open
c) Also you can Filter and Sort the line items by selecting “Filter” and “Sorting” links

5. Now, go to “Customer Details” tab

- **Customer Details Tab:** You can select, remove or modify customer with your Sales order from this tab.
  a) **Select\Modify Customer**: To map customer with your sales order:
     i) Click on “Select Modify Customer” link
     ii) This will open your customer list
     iii) Select\Modify any customer and select radio button
     iv) Click on “Select”
     v) Customer will be mapped with your sales order

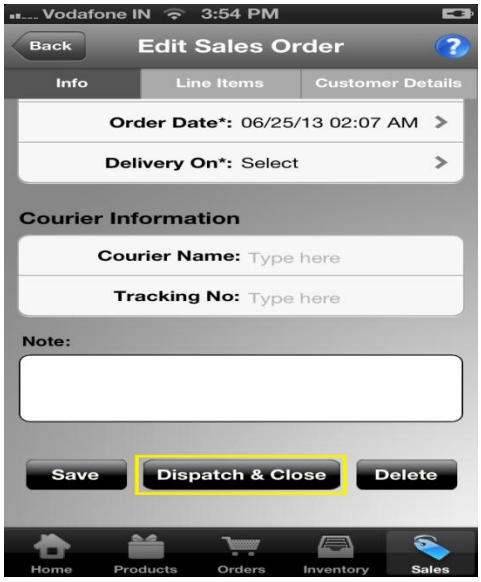


b) **Remove Customer:** Click on the "Remove" button to remove the customer from your sales order
c) **Customer Information:** All the information of your selected customer will be displayed here such as
   - Contact info
   - Billing address
   - Shipping address
d) **Customer Preferences:** You can set customer preferences like:
   - Shipment Type (Delivery or Pickup)
   - Requested Delivery On
e) Delivery Location (depending upon shipment type)
f) Customer Instruction (if any)

6. Click on "Save" button to save your sales order

Dispatch a Sales Order: (Note*: In this release, this feature is currently available only on web)
You can dispatch your sales order from "**Info**" or "**Customer details**" tab of sales order:

1. Click on "Sales Order" icon from dashboard
2. Select any order from "Sales Orders" list
3. Go to "Info"\Customer Details" tab
4. Displaying "Dispatch & Close" button at the bottom of the screen
5. Click on "Dispatch & Close" button, this will dispatch your full order including all your line item and close it
6. Your order will be fulfilled and sent to closed sales order



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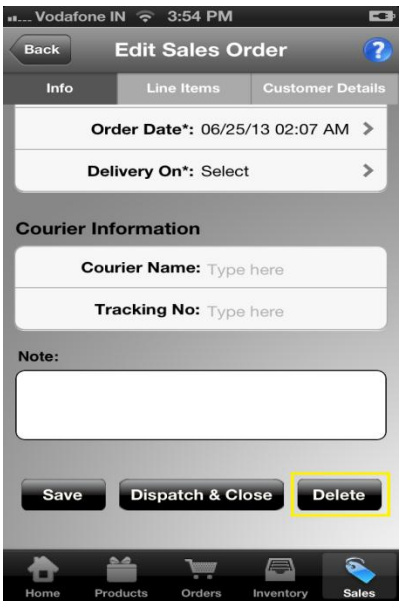
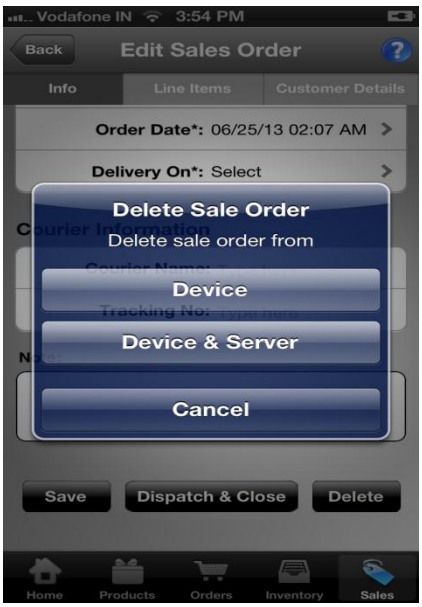
Update Sales Order:

1. Select Sales order section from dashboard
2. On Sales Order list, select the order you want to update
3. Update details you want and click on “Save” button
4. Sales order will be updated

Deleting Sales Order:

1. Select Sales order section from dashboard
2. On Sales Order list, select the order you want to delete
3. Click on the delete button
4. Sales Order will be deleted

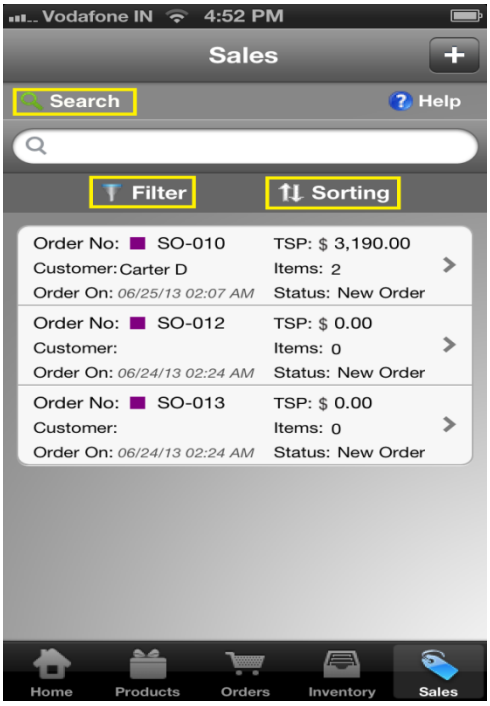




(*Note: Delete from “Device” will delete data only from your device & delete from “Device & server” will delete data from device as well as from web server)

Search\Filter\Sorting:

1. Select Sales order section from dashboard
2. Click on the “Search” provided on the top left corner of the screen
3. Search bar will open
4. Also you can Filter and Sort the Sales order by selecting “Filter” and “Sorting” links



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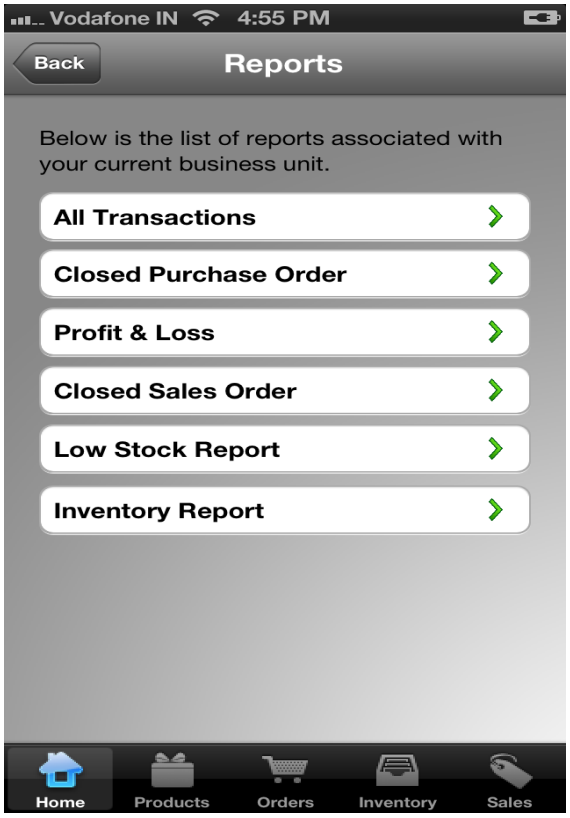
Reports

You can view and email all your Reports in this section. Following are the different reports:

1. All Transaction Report
2. Closed Purchase Order Report
3. Profit & Loss Report
4. Closed Sales Order Report
5. Low Stock Report
6. Inventory Report



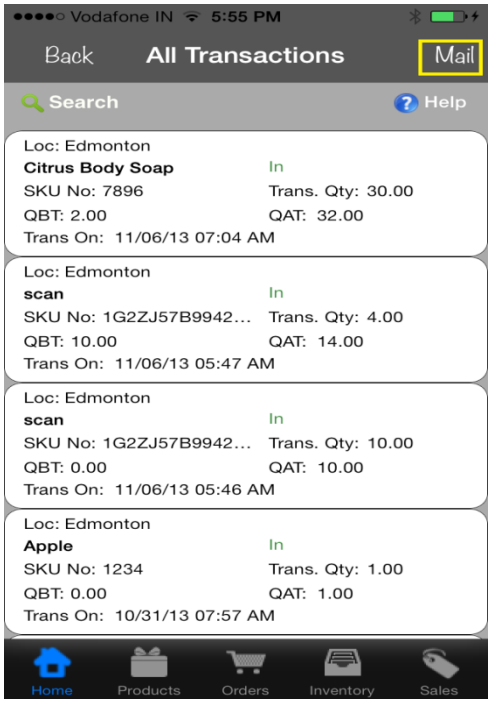
All Transaction Report:

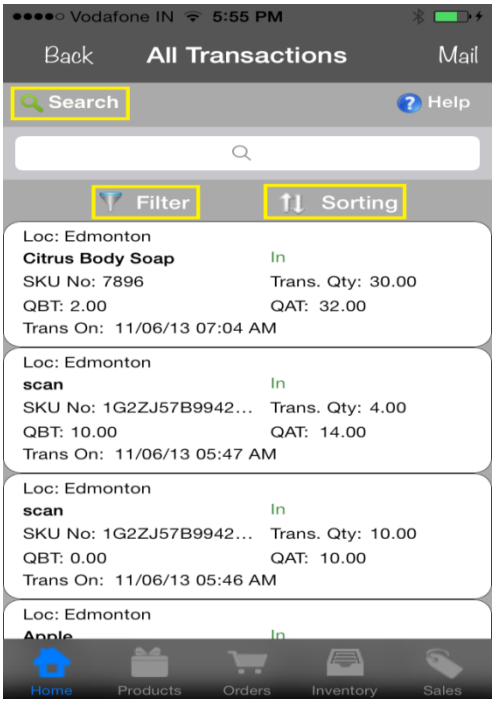
This report contains the data of all the transaction of a product from inventory.

Mail: Click on the "Mail" icon to send this report in email

Search\Filter\Sorting:

1. Click on the "Search" provided on the top left corner of the screen
2. Search bar will open
3. Also you can Filter and Sort the Sales order by selecting "Filter" and "Sorting" links





Closed Purchase Order Report:

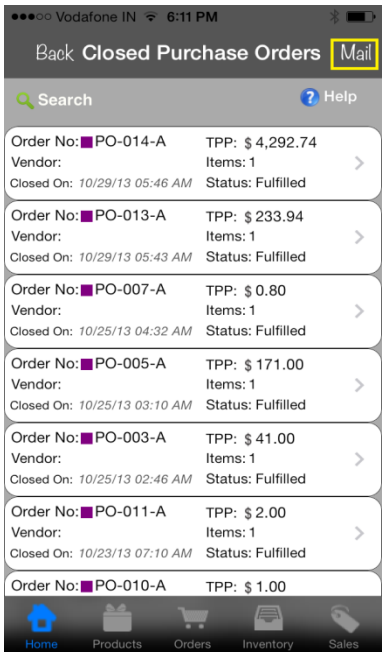
This report contains the data of all the closed purchase order, whether it is closed fully or partially.

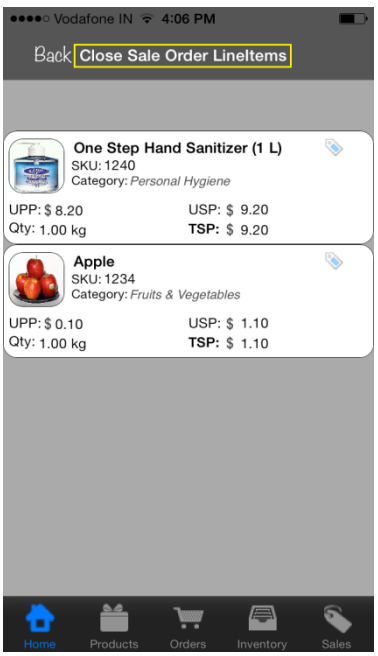
Mail: Click on the "Mail" icon to send this report in email

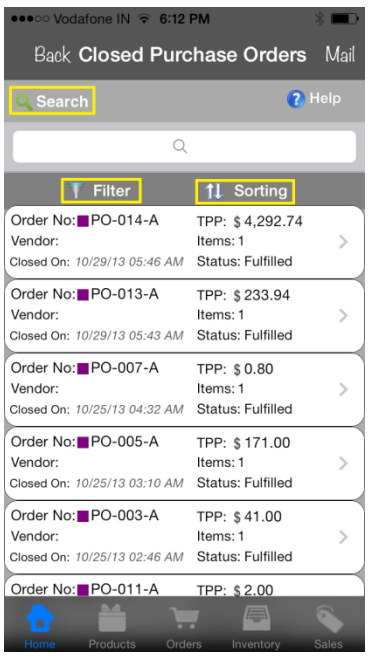
View Closed Order Items: Click on any "Closed Purchase Order" to view line items of that closed order

Search\Filter\Sorting:

1. Click on the "Search" provided on the top left corner of the screen
2. Search bar will open
3. Also you can Filter and Sort the Sales order by selecting "Filter" and "Sorting" links


Vodafone IN 6:11 PM
Back Closed Purchase Orders Mail
Search
Help
Order No: PO-014-A TPP: $ 4,292.74
Vendor: Items: 1
Closed On: 10/29/13 05:46 AM Status: Fulfilled
Order No: PO-013-A TPP: $ 233.94
Vendor: Items: 1
Closed On: 10/29/13 05:43 AM Status: Fulfilled
Order No: PO-007-A TPP: $ 0.80
Vendor: Items: 1
Closed On: 10/25/13 04:32 AM Status: Fulfilled
Order No: PO-005-A TPP: $ 171.00
Vendor: Items: 1
Closed On: 10/25/13 03:10 AM Status: Fulfilled
Order No: PO-003-A TPP: $ 41.00
Vendor: Items: 1
Closed On: 10/25/13 02:46 AM Status: Fulfilled
Order No: PO-011-A TPP: $ 2.00
Vendor: Items: 1
Closed On: 10/23/13 07:10 AM Status: Fulfilled
Order No: PO-010-A TPP: $ 1.00
Home Products Orders Inventory Sales


Vodafone IN 4:06 PM
Back Close Sale Order LineItems
One Step Hand Sanitizer (1 L)
SKU: 1240
Category: Personal Hygiene
UPP: $ 8.20 USP: $ 9.20
Qty: 1.00 kg TSP: $ 9.20
Apple
SKU: 1234
Category: Fruits & Vegetables
UPP: $ 0.10 USP: $ 1.10
Qty: 1.00 kg TSP: $ 1.10
Home Products Orders Inventory Sales


Vodafone IN 6:12 PM
Back Closed Purchase Orders Mail
Search
Help
Filter
Sorting
Order No: PO-014-A TPP: $ 4,292.74
Vendor: Items: 1
Closed On: 10/29/13 05:46 AM Status: Fulfilled
Order No: PO-013-A TPP: $ 233.94
Vendor: Items: 1
Closed On: 10/29/13 05:43 AM Status: Fulfilled
Order No: PO-007-A TPP: $ 0.80
Vendor: Items: 1
Closed On: 10/25/13 04:32 AM Status: Fulfilled
Order No: PO-005-A TPP: $ 171.00
Vendor: Items: 1
Closed On: 10/25/13 03:10 AM Status: Fulfilled
Order No: PO-003-A TPP: $ 41.00
Vendor: Items: 1
Closed On: 10/25/13 02:46 AM Status: Fulfilled
Order No: PO-011-A TPP: $ 2.00
Home Products Orders Inventory Sales

Profit & Loss Report:

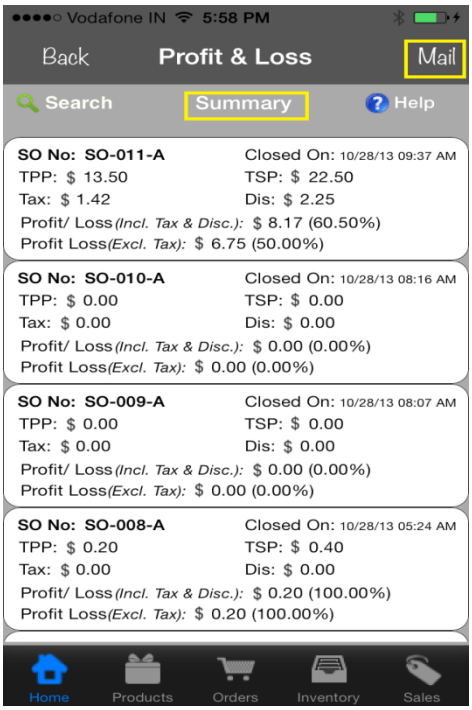
This report provides you the "Sales Specific" Profit/Loss on your sales order.

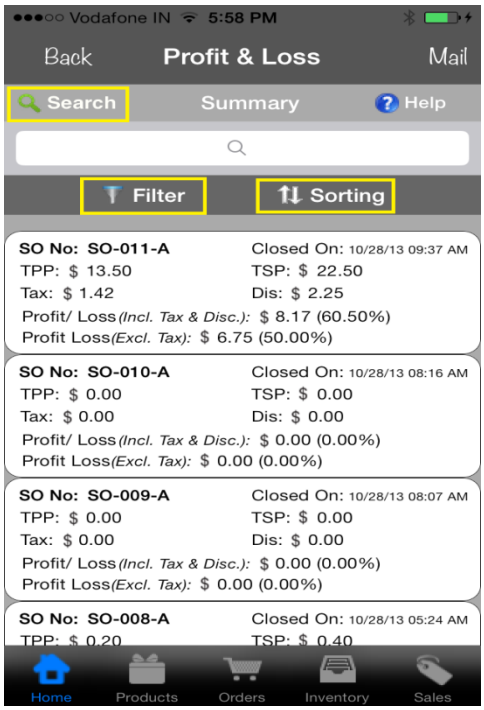
Mail: Click on the "Mail" icon to send this report in email

Summary: This will provide you the information of all your profit and loss for the current business unit.

Search\Filter\Sorting:

1. Click on the "Search" provided on the top left corner of the screen
2. Search bar will open
3. Also you can Filter and Sort the Sales order by selecting "Filter" and "Sorting" links





Closed Sales Order Report:

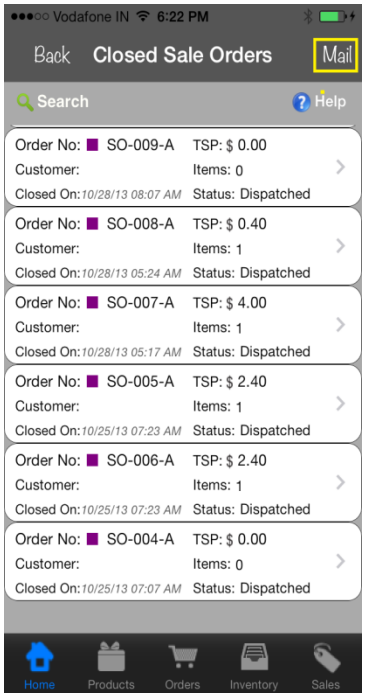
This report contains the data of all the closed sales order.

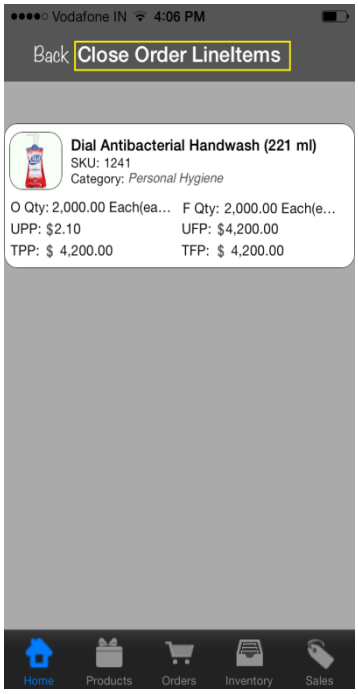
Mail: Click on the "Mail" icon to send this report in email

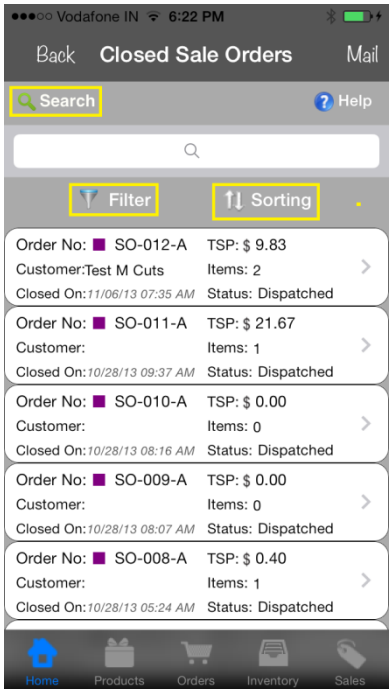
View Closed Sale Order Items: Click on the "Closed Sale Order" to view line items of that closed sale order

Search\Filter\Sorting:

1. Click on the "Search" provided on the top left corner of the screen
2. Search bar will open
3. Also you can Filter and Sort the Sales order by selecting "Filter" and "Sorting" links







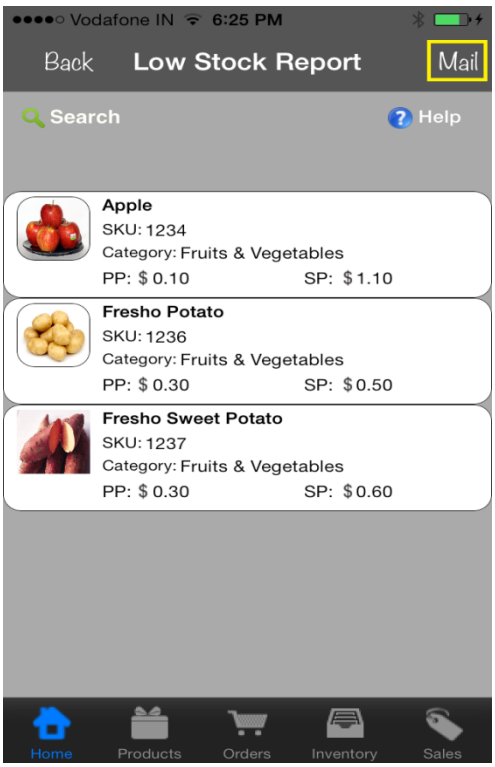
Low Stock Report:

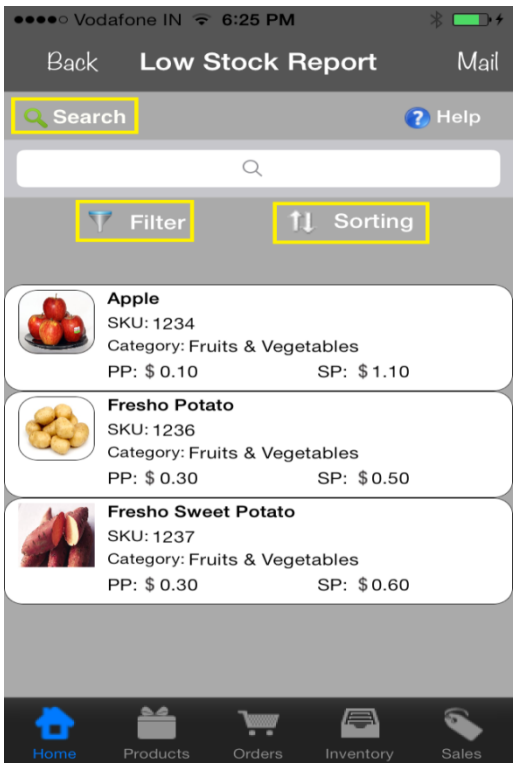
This report contain all the inventory items, which are available in inventory below its "Minimum Quantity"

Mail: Click on the "Mail" icon to send this report in email

Search\Filter\Sorting:

1. Click on the "Search" provided on the top left corner of the screen
2. Search bar will open
3. Also you can Filter and Sort the Sales order by selecting "Filter" and "Sorting" links





Go to Top

Settings

You can change your settings from this section.

Download Settings: Click on this button if some of your settings not downloaded

Organization:

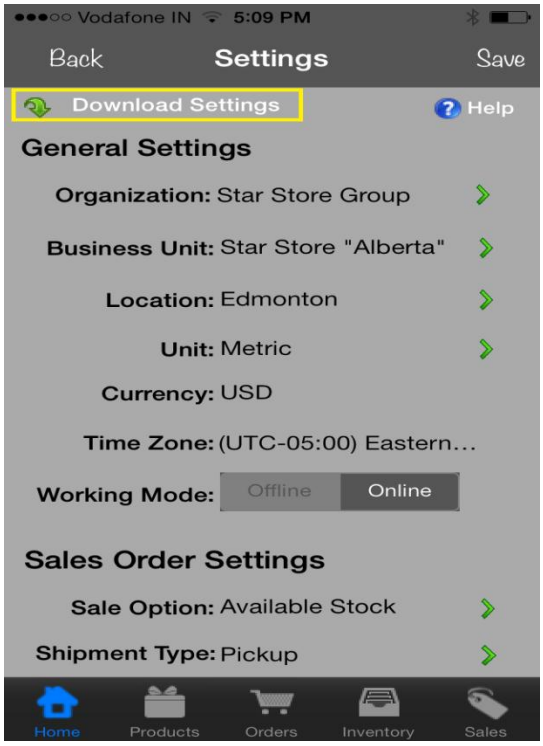
This section allows you to change your current organization

1. Click on “Organization”
2. Displayed all the associated organization of your account
3. Select the organization you want to work on

Business Unit:

This section allows you to change your current business unit

1. Click on “Business Unit”
2. Displayed all the business units associated with the selected organization
3. Select the business unit you want to work on



Location:

List of all the location associated with the selected Business Unit displayed here. This section allows you to select any location as default location.

Unit:

Display Unit type which you selected on web for this user. You can change the default unit type.

1. Click on “Unit”
2. Displayed “Unit” screen
3. To change default unit, click on selected default unit
4. You will now redirected on “Unit List”
5. Select the default unit

Currency:

- Currency will be displayed as per selected business unit
- You can change the currency only from your “GOIS Pro web” account

Time Zone:

- Time Zone will be displayed as per the current user, which has been set on web.
- You can change the time-zone only from your “GOIS Pro web” account
- Follow below steps to change your time-zone:
    1. Login on your GOIS web account
    2. Go to “Profile”
    3. Change the Time-Zone
    4. Save the profile
    5. Open GOIS Pro app on you device
    6. Select “Sync” from your home screen
    7. Select Miscellaneous
    8. Download “User Profile”
    9. Your new time-zone will be downloaded

Working Mode:

You can choose from two different working modes:

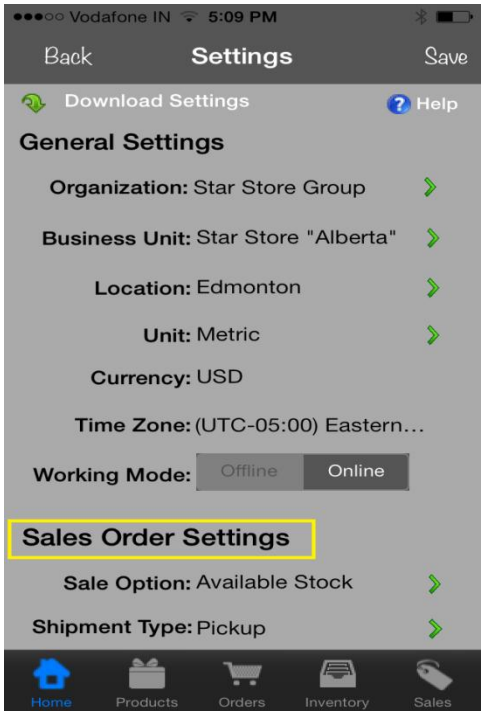
- Online: Synchronize all your data to web server on real time
- Offline: Create data on device only without synchronizing it to web

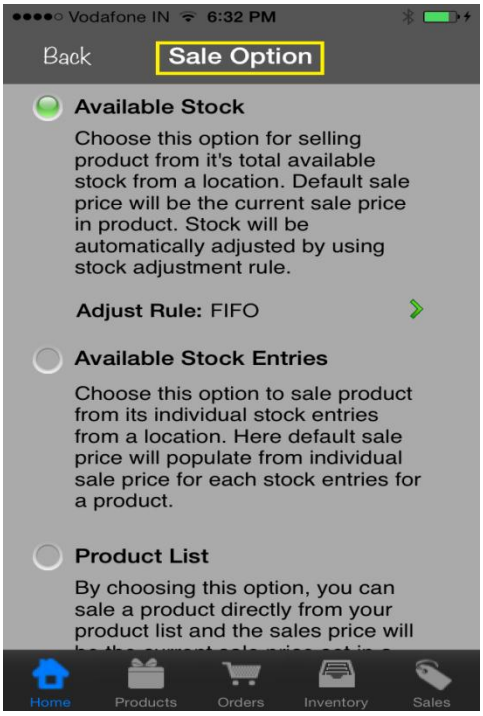
Sales Order Settings:

Sale Option: Select options for your sales orders:

a) **Available Stock:** Select for selling product from its total stock from a location.

- Stock Adjustment Rule:
  - iii) FIFO: Item which added in stock first will be used first for selling (First In First Out)
  - iv) LIFO: Item which added in stock last will be used first for selling (Last In First Out)




Vodafone IN 6:32 PM
Back
Sale Option
Available Stock
Choose this option for selling product from it's total available stock from a location. Default sale price will be the current sale price in product. Stock will be automatically adjusted by using stock adjustment rule.
Adjust Rule: FIFO
Available Stock Entries
Choose this option to sale product from its individual stock entries from a location. Here default sale price will populate from individual sale price for each stock entries for a product.
Product List
By choosing this option, you can sale a product directly from your product list and the sales price will
Home
Products
Orders
Inventory
Sales

b) Available Stock Entries: Choose this option to sales product from its individual stock entry from a location.

c) Product List: Choose this option to sales directly from your product list. This will not affect your inventory.

Shipment Type: Select the shipment type of your sales order.

- Pickup
- Delivery

*Click on "Save" button to save your settings

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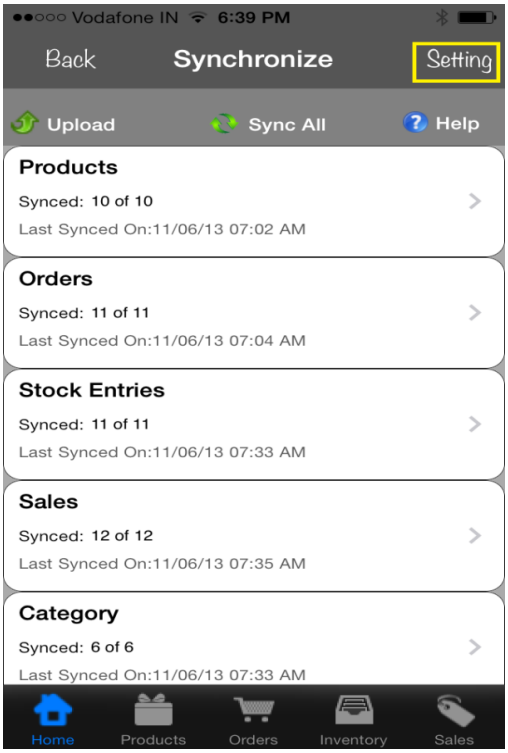
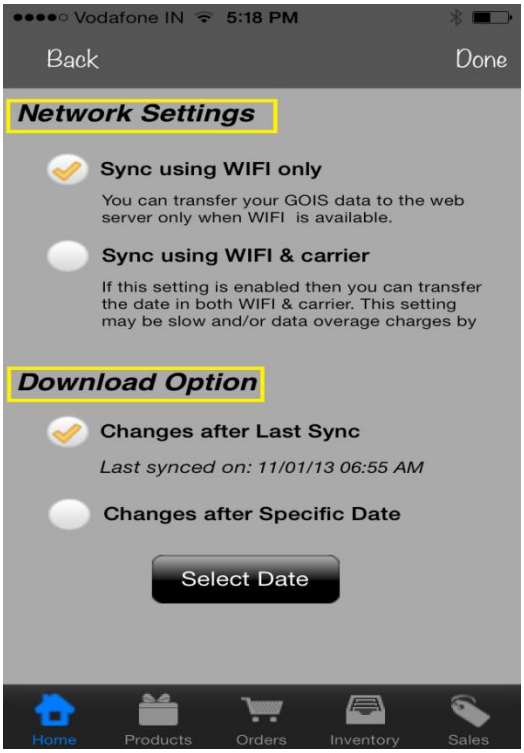
Sync

This section gives you the facility you to upload your data from your device to web server and download data from webserver on your device.

"Setting": You can select your network and download settings from here:

1. Click on "Setting" button displaying on the top left corner of the synchronize screen
2. You can now choose your network settings for download\upload data




Vodafone IN 5:18 PM
Back
Done
Network Settings
Sync using WIFI only
You can transfer your GOIS data to the web server only when WIFI is available.
Sync using WIFI & carrier
If this setting is enabled then you can transfer the date in both WIFI & carrier. This setting may be slow and/or data overage charges by
Download Option
Changes after Last Sync
Last synced on: 11/01/13 06:55 AM
Changes after Specific Date
Select Date
Home
Products
Orders
Inventory
Sales

Network Settings: You can select any of the network setting:

- Sync Using WIFI only: You can transfer your GOIS data to the web server only when WIFI is available.
- Sync using WIFI and Carrier: You can transfer your GOIS data using both WIFI and Carrier.

Download Options: You can set the settings for your download. “Syn All” will work as per the download option selected:

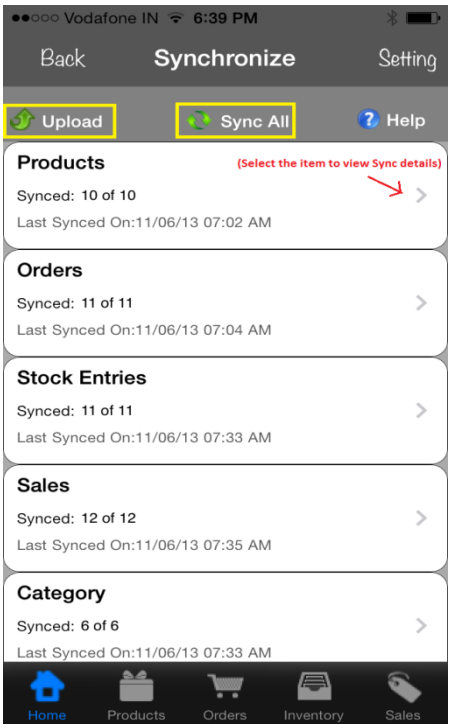
- Change after last sync: This setting will download all your data after the last synced date on your device.
- Changes after “Specific Date”: If you want to download data from a specific date select this option and set the date. This will download all your data after that specific date.

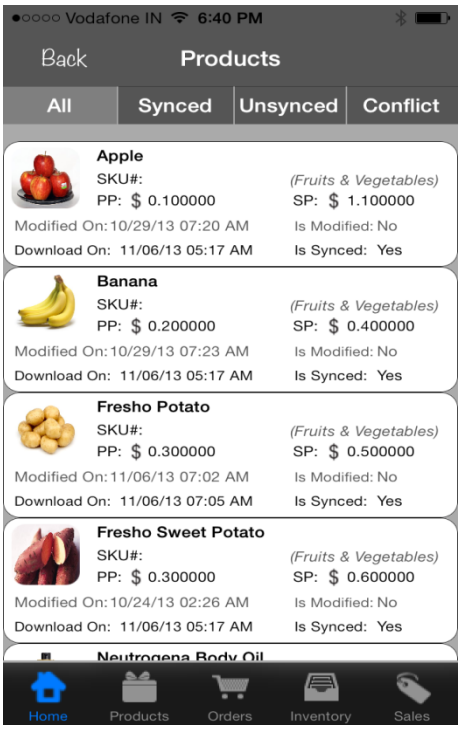
“Sync All”:

- You can download\upload all your data by just clicking on the “Sync All” button
- This will upload all the newly created device data to web
- This will download all newly created web data on the device
- In case of conflicted data, device data will be updated as per the server data

Upload:

- This will upload all your device modification to web server.
- In case of conflicted data, device data will be updated as per the server data





View Sync Details:

- You can view details of all synced, un-synced, conflicted record of any entity
- Click on any of the entity (Products, Orders, Stock Entries, Sales, Category, Vendor, Customer, and Miscellaneous)
- For example select “Products. This will display details of all synced, un-synced, conflicted records.

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Utility

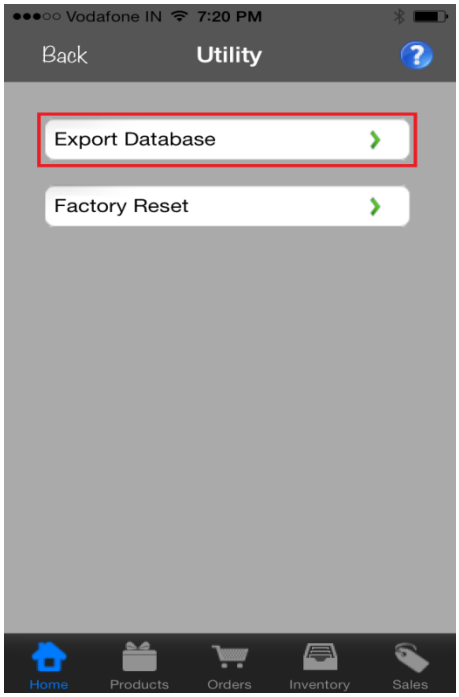
GOIS Pro provides you the following Utilities:

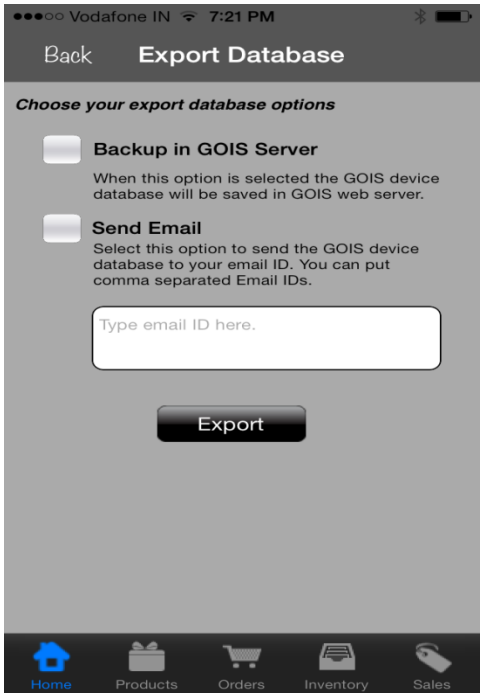
- Export Database
- Factory Reset

Export Database:

This utility allows you to export your device database.

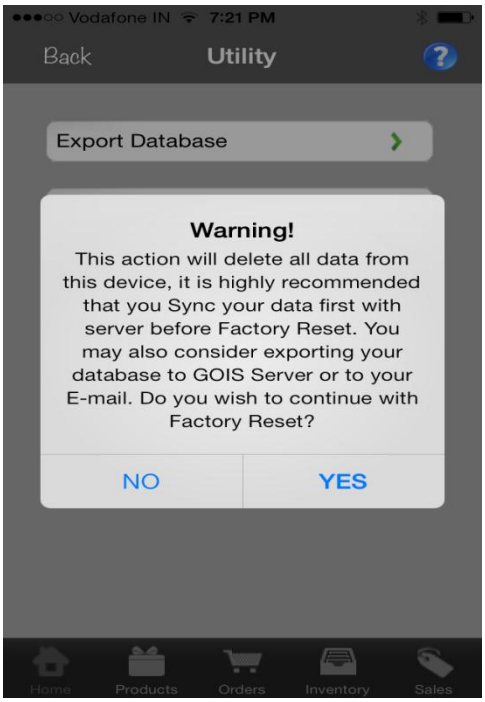
1. Click on “Utility” icon from home screen
2. You can now see “Export Database” on utility screen
3. Click on “Export Database”
4. Export Database screen you will get two options for exporting your database
   - Backup in GOIS Server (To save data on webserver)
   - Send Email (To email database in email)
5. Click on “Export” button to export database




Vodafone IN 7:21 PM
Back
Export Database
Choose your export database options
Backup in GOIS Server
When this option is selected the GOIS device database will be saved in GOIS web server.
Send Email
Select this option to send the GOIS device database to your email ID. You can put comma separated Email IDs.
Type email ID here.
Export
Home
Products
Orders
Inventory
Sales

Factory Reset:

1. This utility allows you to reset all your device data.
2. All your device data will be removed
3. Remember to sync all your important data before doing factory reset.

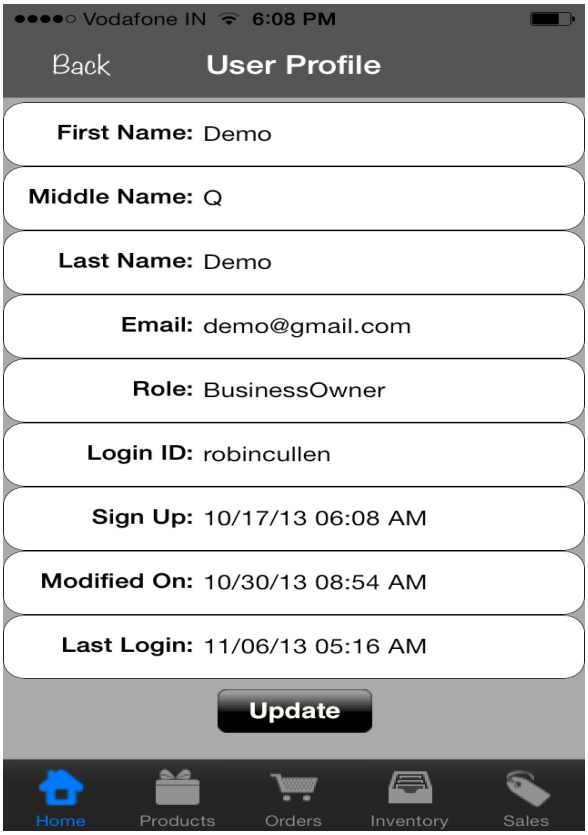

Vodafone IN 7:21 PM
Back
Utility
Export Database
Warning!
This action will delete all data from this device, it is highly recommended that you Sync your data first with server before Factory Reset. You may also consider exporting your database to GOIS Server or to your E-mail. Do you wish to continue with Factory Reset?
NO
YES
Home
Products
Orders
Inventory
Sales

Go to Top

User Profile

This section allows you to view and update your profile.

- You can see the user information on this section
- You can only update few fields (Names, Email Id) only
- If you want to update any other information, you have to login on GOIS web server
- If you have made any changes on GOIS web and unable to see it here you have to sync "User Profile" from sync section under Miscellaneous
- Click on "Update" button to update user profile



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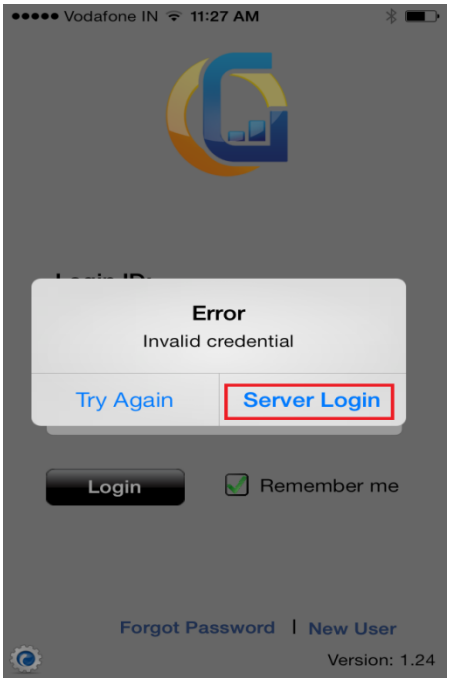
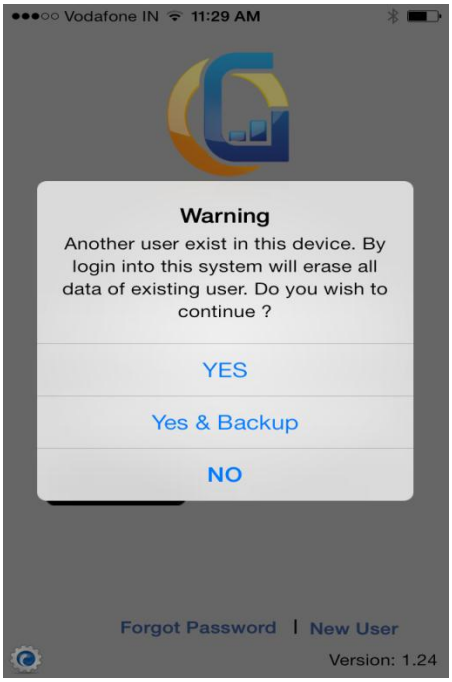
Working with different User on same device

You can use the same device for login as a different user. Before changing the user it will ask you to take the backup of your data.

1. Open GOIS Pro app
2. If you are already logged it with any other user then logout
3. Now, enter any other registered login ID
4. You will see an error message
5. Select “Server Login” (This will allow you to login with another user)
6. It will now ask you whether to take back up of your previously used user.
7. You will get the following options:
   Yes: This will not sync any of your previous data to web and login with the new user
   Yes & Backup: This will first sync all your device data to web and then login with new user

(***Note**: We recommend you to select “Yes & Backup”)




Vodafone IN 11:29 AM
Warning
Another user exist in this device. By login into this system will erase all data of existing user. Do you wish to continue ?
YES
Yes & Backup
NO
Forgot Password | New User
Version: 1.24

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